NEWFOUNDLAND

POST OFFICE CIRCULAR

1942

NATIONAL POSTAL MUSEUM · MUSEE NATIONAL DES POSTES

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N43
1942

POST OFFICE CIRCULAR.

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

(Index of Post Office Circular, 1942, Pages 1085 - 1236)

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POST OFFICE CIRCULAR.

THURSDAY, 1st JANUARY, 1942

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Gander ..... Mr. Patrick McGrath to be Assistant as from the 6th December, 1941.

Carbonear ..... Mr. James Butt to be Messenger as from the 8th December, 1941.

Gambo ..... Miss Winnie Saunders to be Temporary Messenger-Assistant as from the 8th December, 1941.

Sandringham ..... Mr. W. R. Samson to be Telephone Attendant as from the 1st January, 1942.

Topsail ..... Mr. E. Parmiter to be Messenger as from the 10th December, 1941.

Marystown ..... Mrs. M. C. Pike to be Temporary Postmistress and Operator as from the 1st December, 1941.

Marystown ..... Miss Eileen Pittman to be temporary Messenger-Assistant as from the 1st December, 1941.

RESIGNATIONS

Joe Batt's Arm ..... Miss Stella E. Brett, Postmistress and Telephone Attendant, effective 31st December, 1941.

Newman's Cove ..... Mr. Victor Tilley, Postmaster and Telephone Attendant, effective 31st December, 1941.

TRANSFERS

Stores Division, G.P.O. ..... Mr. Reginald V. Collins, Letter Carrier, to be Clerk, Stores Division, as from the 12th December, 1941.

DISMISSAL

Botwood ..... Mr. Lorne Edison, Messenger-Assistant, effective 28th November, 1941. Unsatisfactory service.

OFFICE OPENED

Trouty ..... The Telephone Office at Trouty was converted to Postal non-Money Order Office on the 17th December, 1941. Telegraph traffic will circulate by telephone through Trinity. The nearest Money Order Office is Trinity.

DATE STAMPS

Postmasters are reminded that the year "42" should be subsituted for "41" in the date stamps of their offices as from the opening of the Office on the 1st January.

CANCELLATION OF STAMPS

Renewed attention is called to the necessity for properly defacing stamps in order to give a clear impression of the name of the office, and the date.

All offices have been supplied with the regulation hand obliterators and should take the necessary care to use them properly for the following reasons:—

1—The proper cancellation of the stamps is necessary in order to avoid the risk of their being used again and thereby causing loss of revenue.

2—A clear impression of the name of the office and the date of posting is necessary for the purpose of facilitating any enquiry which may be necessary in the event of the letter being delayed or otherwise irregularly treated.

3—A slovenly method of date-stamping gives the public a poor impression of the work of the Post Office.

All Postmasters who in the past have not exercised sufficient care in this matter should endeavour to effect a permanent improvement forthwith.

WINTER COURIER SERVICES

The attention of Outport Postmasters is directed to the following instructions which appeared on page 874 of the Post Office Circular of the 26th December, 1940:—

> "Immediately after the Coastal Steamers have finished their 1941 schedule the Winter Courier Services will commence."

The Postmaster at each starting point has been notified of the name and route of each contractor.

All offices will be notified by the Public Telegraph Despatch when the first mail for any route will leave St. John's. They should then advise the Couriers and have them make arrangements to commence the Winter Services. An outward mail must be taken by the first trip of the courier unless there has been a despatch by steamer on or about the same date.

Owing to the unreliability of weather and travelling conditions it is not possible to set any definite schedule for the Winter Courier Service. Couriers must, however, make proper connections at Railway points and also, in the case of connecting courier services, with each other. Whenever a courier takes an inward mail to an office he must take an outward mail on his return journey and if necessary must wait at his connecting point to receive the outward mail from the connecting courier. The distribution points for the Winter of 1942 will be the same as those for 1941.

When one courier is due to start from a distribution point immediately after the arrival of another courier, mails for onward conveyance to other offices must be assorted and despatched before those for distribution in the settlement. Postmasters at these connection distribution points must not allow any representations from the public in their own settlements to interfere with the proper carrying out of this instruction.

It is the duty of each Postmaster to see that the courier has provided proper and sufficient coverings for the protection of the mail against damage by water and weather conditions. If the courier has not made this provision the Assistant Secretary should be notified immediately.

Couriers should be advised that their contracts must be signed, and their signature witnessed, and returned to the Assistant Secretary by the first mail after their receipt.

All bills for Courier Services must be certified by the Postmaster and forwarded to the Assistant Secretary at the end of each month. If Postmasters have not the proper courier bills on hand they should apply to the Stores Department, General Post Office, St. John's, for them immediately.

Not more than a dozen courier bills are required each year by any Postmaster, unless there is more than one courier operating from his office, in which case he may require a dozen bills for each courier.

ACCOUNTING

Collection of Radio Licence Fees for 1942

Money-Order Offices

All Radio Licences issued during the year ending 31st December, 1941, expire on that date.

Postmasters at Money Order Offices should send out cards (Form No. 1253) to all persons operating Receiving Sets in the districts served by their offices, and if a licence is not obtained within one week a final notice (Form No. 1254) should be sent. A record of the date on which the cards and final notices are delivered should be kept in all cases, and if a licence is not obtained within fifteen days from the date on which the final notice is delivered a telegram should be sent to the Secretary asking for authority to take legal action against persons operating Receiving Sets without a licence.

The date of expiration of Licences issued during 1942 should be shown on the licence as the 31st December, 1942.

Postmasters should arrange to send out Form No. 1253 immediately.

Non-Money Order Offices

Postmasters at Non-Money Order Offices should prepare a list of persons operating Receiving Sets in their locality and forward a copy direct to the Chief Accountant at Head Office who will issue the necessary notification cards and forward to the Postmaster for delivery.

On receipt of a Radio Licence fee the Postmaster must give a receipt and send the amount to Head Office. A licence will then be issued and mailed to the licencee direct.

Postmasters when issuing licences should write the christian names in full and not the initials. Also the expiry date 31st December, 1942, should be clearly written or stamped.

Revised Arrangements for Money Orders Issued on United Kingdom and British Orders on Newfoundland Effective 20th January, 1942

The following special arrangements for Money Orders issued on the United Kingdom and Foreign countries, other than Canada, United States and Jamaica, will come into effect on the 20th January, 1942:

1. The present Money Order will be used but the receipt portion only will be given to the remitter.
2. The complete Money Order (Money Order and Coupon-Advice) will be sent to Accounts Branch, G.P.O., the coupon advise section only should be filled in with the full address of payee and other particulars shown. The Money Order section may be left blank to save time and also readily to identify it from telegraphed Money Orders. It should preferably be sent under separate cover.
3. After the above date Newfoundland Money Orders prepared in Newfoundland will no longer be sent to the United Kingdom. Payment of these Orders will be effected by means of a Money Order issued in the United Kingdom on advice received from the Accounts Branch, G.P.O., St. John's, and as these Money Orders will be mailed to the payees from London it is imperative that the complete address, including Street and Number and any other particulars which will ensure delivery to the proper person, be furnished.
4. Similarly British Money Orders for payment in Newfoundland will not be paid by means of the original order but will be re-issued by the Accounts Office, St. John's, on receipt of advice from London, from a special book headed "M.O.D. ST. JOHN'S." Should a British Order be presented for payment with date of issue later than February 2nd, it must not be paid but the particulars of the order should be referred to the "Chief Accountant", G.PO., for advise.
5. No change is to be made in the present accounting system.

A circular covering the above instructions was sent to all Money Order Offices with last week's Post Office Circular.

PHONOTELEGRAM REPORTS

Many officials at Controlling Offices for telephone circuits fail to see that phonotelegram reports are properly checked before being forwarded to Head Office, and it has also been noted that the attendants at many telephone offices do not understand how to make out their phonotelegram reports properly.

It is the duty of the official, in charge of the Controlling office for a telephone circuit, to see that phonotelegram reports are accurate when sent in to Head Office and to instruct telephone attendants as to the manner in which these reports should be made out.

The following instructions should be borne in mind:—

(1) Phonotelegram reports are to show at Column 7, only the Cash collected by the office concerned in respect of Phonotelegrams handed in at the Telephone Office. In many cases the reports show in column 7, cash for phonotelegrams received from another telephone office and include it in the total cash collected. All phonotelegrams, received and sent should be shown in columns 3 and 4 but no extension should be made in column 7 except for cash collected on paid messages, sent, and collect messages received.

(2) Messages which have to be repeated over the telegraph lines are not to be shown by the Telephone Offices in any report to the Head Office.

(3) The total of each Office in respect of Phonotelegrams for the period of one month will be shown by the controlling office at space "B" on the back of the Telegraph Report. The amount should agree with the total of the phonogram report from the telephone office. Telegraph offices when reporting cash received for phonotelegrams from telephone offices, should show the total received for the month from each office, not various amounts from one office.

Officials at Telephone Offices should endeavour to forward their phonogram reports to Head Office as soon as possible after each months reports are completed.

POST OFFICE CIRCULAR.

THURSDAY, 8th JANUARY, 1942

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

TRANSFERS

Topsail ..... Mr. Llewelyn Vallis, Assistant, Placentia, to be Postmaster Topsail as from the 1st December, 1941.

Topsail ..... Mr. T. M. Smith, Postmaster, Bell Island, to be Assistant Topsail as from the 1st December, 1941.

Topsail ..... Mr. Stephen Dicks, Assistant, Burin, to be Assistant Topsail as from the 1st December, 1941.

Topsail ..... Mr. James L. Holland, Acting Postmaster, Seal Cove, W.B., to be Assistant Topsail as from the 27th December, 1941.

PROMOTIONS

Bell Island Mines ..... Mr. Nicholas Alcock, Assistant, to be Postmaster as from the 1st December, 1941.

RESIGNATIONS

St. John's Telegraph Instrument Room ..... Mr. Roy Rabbitts, Operator, effective the 3rd January, 1942.

APPOINTMENTS AND VACANCIES

All appointments during the war are in accordance with Treasury instructions made on an Acting basis. Formal intimation to that effect is no longer made to the individual officers who receive acting promotion.

INDEX FOR POST OFFICE CIRCULAR

An index for pages 877 to 1084 of the Post Office Circular is now in the course of preparation and it is hoped to have it ready for distribution early in February. One copy will be sent to each office and on its receipt the Circulars to which it refers should be bound together and kept in a convenient place for easy reference.

If any office is missing any copies of the Circulars referred to above, the Postmaster should write the Staff Clerk for fresh copies.

AIRGRAPH SERVICE FROM NEWFOUNDLAND

A separate notice for the guidance of the Post Office staff, on the acceptance and treatment of Airgraph forms for transmission to H.M. Forces (including Logging Units) and H.M. Ships serving overseas, is published with this Circular. These instructions should be carefully read and carried out.

Airgraph forms will reach all offices as soon as supplies become available. No Airgraph messages will be accepted unless they are written (or typed-two spacing) on the proper printed airgraph forms. The service may be commenced as soon as the forms reach Post Offices. The forms should be kept by Postmasters and only be handed out to members of the public requesting one. They must not be handed out unless asked for.

DATE-STAMPING

It was disclosed recently that letters were handed in at a Post Office in Newfoundland and a request made that the date in cancelling date-stamp should be that of several days earlier. The request, unfortunately, was complied with, with the result that those letters were given a value to which they were not entitled. Postmasters should note that under no circumstances, once the date or time in a date stamp has been altered, must that date or time be re-inserted in order to date-stamp mail matter or telegrams.

MAILS

Mail Service to Japan Suspended

All mail service has been suspended to Japan, the Japanese Empire and Japanese occupied or controlled territories (including Karafuto, Korea [Chosen], Manchuria, Japanese Mandated Islands, Kwantung leased territory, Formosa (Taiwan), Japanese occupied China, including the whole of the Chinese Coast Line, International and French concessions at Shanghai and French Indo-China.

Pension Cheques Undeliverable in Settlement of Address

The envelopes containing pension cheques issued by the Department of Finance are marked with a special instruction to the Postmasters at the office of delivery, as follows:—

> "Special to Postmasters. If party deceased or moved to new address return this letter to the Department of Finance immediately."

It is essential that Postmasters should carry out this instruction without fail in every case in which the addressee of such a letter is either deceased or is not at the time living in the settlement. The Department of Finance relies upon the co-operation of Postmasters in this respect in order to ensure first of all that a pension cheque made out to a deceased pensioner is promptly returned and secondly that any change in address of the pensioner is promptly notified to the Department. If the pensioner is deceased, therefore the Postmaster should cross out the name and address on the envelope and write on it "Deceased. Return to Department of Finance, St. John's." If the pensioner has moved to another address outside the settlement of delivery the Postmaster should cross out the address and write on the envelope "Left the Settlement." He should also add the new address of the pensioner, if he knows it and should enclose the envelope in a fresh envelope addressed to the Department of Finance, St. John's.

Postmasters should note that the latter instrucions differ from the normal rules relating to re-directed correspondence. Instead of forwarding the envelope to the pensioner at his new address he should return it in a fresh envelope to the Department of Finance.

Postmasters should note that similar treatment should be given to undeliverable Old Age Pension Cheques except that these should be returned to the Department of Public Health and Welfare.

Envelopes containing cheques issued by the Department of Finance are franked in the lower left-hand corner "W.M.M. S. of F."

Envelopes containing cheques issued by the Department of Public Health and Welfare are franked in the lower left-hand corner "H.M.M. Secty. P.H.&W."

It should be noted also that any letter posted by any Government Department and bearing a special instruction for return in case of non-delivery in the settlement of address should be delat with in accordance with the special instruction.

REDIRECTION OF DUTY PARCELS

Postmasters are notified that all requests for permission to re-direct Duty Parcels should be MAILED not telegraphed to the Head Postmaster, General Post Office, St. John's. It is necessary that this instruction be observed in order to decrease the number of service messages.

PARCEL BILLS

It should be noted that the Green Local Parcel Post Bills (Form No. 1314) included in parcel despatches from the St. John's Parcel Post Section are to be retained and kept on file at the receiving office and not returned to St. John's.

DUTY REFUNDS

The following procedure is to be followed in making application for Duty refunds:—

1. The addressee will apply to the local Postmaster.
2. The Postmaster will attach to the application a slip giving the bill number, date of despatch from St. John's and amount of duty charged.
3. The Postmaster will forward the application together with the particulars to the Customs Department, G.P.O., St. John's.
4. The parcel, if it is to be returned, is to be sent by the Postmaster to the Head Postmaster, St. John's.

Applications addressed to the Headquarters of this Department, either by Postmasters or individuals, will be disregarded. Applications sent by the addressee otherwise than through the Postmaster will be disregarded. Applications not accompanied by full particulars as above will be disregarded.

Postmasters will please copy the above Notice neatly in ink, if a typewriter is not available, and exhibit it on the public side of their office.

ACCOUNTING

Errors in Accounts

The following are some errors which occur frequently in accounting—

(1) **Telephone Rentals.**

Neglecting to submit a list with the General Accounts Report respecting telephone rentals collected.

(2) **Duty Refund Notice.**

Disregard of the instructions on page 372 of Post Office Circular dated the 18th August, 1938, respecting the proper treatment of Duty Cash Refund Notices. This instruction is repeated:—

> "Duty Cash Refund Notices are frequently returned to Postmasters by reason of the fact that they are not properly signed and/or completed. These notices must bear the name of the payee, the signature of a witness to the payee's signature, also the office date stamp showing when the notice was brought to account."

(3) **Remittances not received by same mail as Reports.**

Whenever a Postmaster claims a remittance on his report he should take care to see that the remittance goes forward by the same mail as the report.

(4) **Error Notice.**

Postmasters are instructed to take error notices sent from Head Office into the next account forwarded after their receipt. If the Postmaster does not think the notice is justified, he should nevertheless acknowledge its receipt by showing it in his Account and then take the matter up with the Chief Accountant in writing.

(5) **Postage Stamps.**

Postmasters are instructed that on receipt of a supply of postage stamps from Head Office they should be checked and taken into their account properly.

WAR SAVINGS CERTIFICATES

Postmasters who issue War Savings Certificates are requested to take note that cash to cover certificates which they issue must be forwarded to Head Office with the stubs in the same envelope. Some Postmasters are sending the cash to the cashier and stubs to the Accountant. This must cease.

Some offices guilty of this irregularity are:—

Botwood	Gander
Carbonear	Trinity

MONEY ORDERS ISSUED ON THE UNITED STATES

The instructions issued on page 1071 of the Post Office Circular of the 4th December, 1941, stated that applications for Foreign Exchange when completed were to be forwarded to the Secretary, Foreign Exchange Control Board, St. John's.

In spite of these instructions, applications have been received at Headquarters, which indicates that officials are not observing instructions or not reading the Circular.

Complete applications for Foreign Exchange should be forwarded at the end of every Accounting term to the Secretary, Foreign Exchange Control Board, St. John's.

TELEGRAPHS

Deposits Must Be Made for "Collect" Telegrams

Attention is drawn to the following instructions issued 1st May, 1934, and which appeared no page 191 of the Post Office Circular of the 14th October, 1937:—

> Parties offering collect telegrams must in future deposit with the accepting clerk or operator the cost of transmission. This deposit will be refunded to the sender after sufficient time has elapsed to indicate that the telegram has been duly delivered. Prompt notice must be sent to the office of origin by the receiving office of non-delivery or inability to collect. Operators failing to comply with this instruction may be charged with the cost of the telegram. Non-delivery will not necessarily be sufficient cause for refunding a deposit unless it is definitely proved that it was caused through fault of the Department. This instruction does not refer to messages sent by persons duly authorised to use the "Collect" service for the purpose of sending messages to Departments of Government.

POST OFFICE CIRCULAR.

THURSDAY, 15th JANUARY, 1942

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Channel ..... Mrs. A. M. Meade to be Assistant as from the 1st January, 1942.

Joe Batt's Arm ..... Miss Mildred Jones to be Postmistress and Telephone Attendant as from the 1st January.

Newman's Cove ..... Miss Bessie Tilley to be Postmistress and Telephone Attendant as from the 1st January.

Northern Arm ..... Mrs. John Perry to be Postmistress and Telephone Attendant as from the 21st December, 1941.

Rose Blanche ..... Mr. Walter Rose to be Messenger as from the 6th January, 1942.

Summerford ..... Miss Myrtle Gates to be Postmistress and Telephone Attendant as from the 1st January.

DISMISSAL

Seal Cove, W.B. ..... Mr. W. G. Robinson, Postmaster and Operator, has been dismissed from the service as from the 15th November, 1940.

MAILS

Mail Service to Hong Kong Suspended

All mail service to Hong Kong has been suspended.

STORES

Owing to the urgent need for metal for more essential War purposes the manufacture of spools for typewriter ribbons has been considerably curtailed, and in many cases metal spools have been replaced by wooden cores, from which ribbons are to be wound on to the old metal spool.

It is possible that there may not be sufficient metal spools to fill requirements in the future, and officials are hereby instructed to collect all unused spools and return same to the stores section at once. A tag should be attached to each spool indicating the make, such as "Underwood Typewriter", "Burroughs Adding Machine", "Victor Adding Machine", "Teleprinter", etc.

The above instruction should be borne in mind for the future, and as spools become available they should be forwarded to the Stores Branch, G.P.O., St. John's.

By carefully following these instructions members of this staff will be helping the Allies War effort.

POSTAGE STAMPS

Some Postmasters are returning the 5 cent Caribou stamp to Head Office when the 5 cent Commemorative Stamp (Sir Wilfred Grenfell) is received.

The following instructions which were issued on page 1053 of the Post Office Circular of the 6th November, 1941, must be observed:—

> "Unexhausted stocks of the 5 cent Caribou stamp on hand at the close of business on the 30th November, 1941, should be carefully and securely stored pending the re-opening of sales on the 1st June, 1942.

TELEGRAPHS

D.H. Telegrams to Be Short

Although it is recognised as impossible to conduct the Post Office service throughout the Island without resorting to the frequent use of the Telegraphs it is highly desirable, in the present state of overloaded lines, to restrict the use of D.H. telegraph traffic as much as possible and to use the mail in preference whenever practicable. Where the Telegraphs must be used telegrams should be short, concise and to the point.

When a long D.H. telegram is handed in by anyone connected with the Department, and having authority to use the D.H. service, attention must be called to this rule and the telegram cut down if possible.

Important and urgent information may be transmitted over the wire but less important matters should be forwarded by mail.

Service Telegrams

It is necessary to remind the staff of the need for giving immediate attention to service telegrams and in this connection Secretary's Circular No. 58, which was issued on the 25th July, 1935, is herewith repeated for information:—

"Your attention is called to the importance of replying promptly, intelligently and fully to service inquiries referring to errors, delays, proof of delivery, requests for answers or any question concerning telegrams already transmitted. If the office involved is not in direct communication with the office of origin repeating stations must expedite service and insist on prompt attention to same at the delivery office.

"A mutilated telegram is valueless to the addressee, speedy correction is essential.

"When a service asks to 'Prove delivery and get reply" proof of delivery must be immediately wired, showing the time and date delivered. If no immediate reply can be obtained state reasons. It is essential that some definite information be sent the office of origin in order to show the sender that the matter is having prompt attention.

"If a telegram cannot be delivered promptly by reason of the addressees absence from town, being outside the delivery limit, or that it has to be posted, notify the sending office accordingly and advise how you propose to dispose of it.

"If special delivery is necessary state distance addressee is from the office and the cost of special messenger. A non-delivery notice should take the following form:—

> "..... yours (date) John Smith, Cabot Cove, undelivered party

lives five miles from office. Expres age one dollar otherwise go by mail Saturday.

From ... "

"When a telegram is expressed at the request of the sender notify the office of origin on return of the messenger, stating time and to whom delivered.

"Receipts must be signed by the addressee or his Agent in all cases.

"It is always assumed that prompt transmission and delivery have been given unless otherwise advised."

Telegraph Traffic December

Class	1940	1941	Increase	Decrease
Paid telegrams (including Priority and Greetings)	65,595	79,258	13,663	
Priority	3,985	8,776	4,791	
Phono-telegrams	1,476	1,841	365	
Total paid traffic	67,071	81,099	14,028	
Deadhead and Service messages	6,669	8,935	2,266	
Telegram equivalent Public Despatch	3,900	3,060		840
Total traffic	77,640	93,094	15,454	

Christmas and New Year Greeting Traffic

Special rate Greeting telegrams ... 11,642 1,932 Decrease 9,710

Note: No. local Greeting Service this year. Service was available to CANADA and UNITED STATES only.

Telegraph Traffic Year 1941

Class	1940	1941	Increase	Decrease
Paid telegrams (including Priority and Greetings)	557,109	711,038	153,929	
Priority	32,431	70,459	38,028	
Greeting telegrams	31,583	6,590		24,993
Phono-telegrams	14,462	16,530	2,068	
Total paid traffic	571,571	727,608	156,037	
Deadhead and Service messages	81,039	89,816	8,777	
Telegram equivalent Public Despatch	45,950	43,570		2,380
Total traffic	698,560	862,834	164,274	

ACCOUNTING

Suspension of Money Order Services with Hong Kong

Postmasters are informed that the Money Order service between Newfoundland and Hong Kong has been suspended in both directions, and Money Orders, therefore, are not to be issued in favour of soldiers or civilians for payment in Hong Kong.

Recovery Notice—Stolen Money Order Forms

The United States Money Order Forms, Nos. 36001 to 36200 Courtland, Ariz., which were reported stolen, have been recovered. Postmasters will please make the necessary correction.

The United States Money Order Forms, Nos. 115401 to 115600 Mountaintop, Pa., which were reported stolen, have been recovered. It has been ascertained that these Orders were not stolen but issued out of sequence. Payment may now be effected should any Orders presented bear the serial numbers above mentioned.

Stolen United States Postal Money Order Forms

The following U. S. Money Orders have been reported stolen:—

San Francisco, Sta. 37, Calif..... 62,977 to 63,200 inclusive

ERRORS IN MONEY ORDER WORK

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during September 1941:

Office	No. of Errors	No. of Money Orders paid and issued during September
Argentia	8	1668
Badger	4	179
Bishop's Falls	8	242
Botwood	6	919
Cape St. George	4	29
Cartyville	4	123
Catalina	7	165
Corner Brook	6	1865
Fortune Harbour	7	85
Gambo	8	318
Gander	10	1522
Holyrood	4	82
Lamaline	4	245
Laurenceton	4	80
Lewisporte	8	400
Little Bay, N.D.B.	8	106
Little Paradise	4	56
Long Harbour	5	23
Lush's Bight	5	31
Port au Port	6	269
Ramea	4	77
Robert's Arm	5	85
St. Brendan's	4	138
St. George's	7	259
St. John's East	8	968
St. John's General	6	4367
Sandy Point	4	74
Twillingate	5	427
Windsor	5	416

Total number of Orders issued during September	26,401
Total number of Orders paid during September	11,446
	37,847
Total number of Errors	393
Percentage of Errors	1.04

i.e. approximately 10 errors for each 1,000 Orders issued and paid.

Total number of Figure Errors	336
Percentage of Figure Errors	.89

i.e. approximately 9 errors for each 1,000 Orders issue and paid.

POST OFFICE CIRCULAR.

THURSDAY, 22nd JANUARY, 1942

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS

Roberts Arm ..... Mrs. Joseph Anthony to be Postmistress and Telephone Attendant as from the 20th December, 1941.

Bonne Bay ..... Mr. Heber Roberts to be Messenger as from the 13th January, 1942.

Deer Lake ..... Mr. Arthur Hutchcroft to be Messenger as from the 5th January, 1942.

Pass Island ..... Miss Vera Ingraham to be Postmistress and Operator as from the 9th January, 1942.

RESIGNATIONS

Deer Lake ..... Mr. Ford Langdon, Messenger, effective the 21st December, 1941.

Jeffrey's ..... Mr. A. Hulan, Postmaster and Telephone Attendant, effective 15th January, 1942.

Bonne Bay ..... Mr. Mark Roberts, Messenger, effective the 12th January, 1942.

VACANCIES

Bishop's Falls ..... Applications addressed to the Secretary, will be received up to the 26th January, 1942, for the position of Postmaster and Operator. Salary $780.00 p.a. Applicants should follow the usual procedure.

OFFICE CLOSED

The Postal Money Order Office at Jeffrey's was closed on the 15th January, 1942. All Postal services will be handled at St. David's.

CONVERSION FROM WIRELESS TO TELEPHONE

On the 8th December, 1941, the Wireless Office at Roberts Arm was converted to Telephone. Telegraph traffic should be routed to Pilley's Island.

APPOINTMENTS AND VACANCIES

All appointments during the war are in accordance with Treasury instructions [illegible] acting basis. Formal intimation to that effect is no longer made to the individual officer who receives acting promotion

ANNUAL LEAVE

With reference to the instructions on the accumulation of annual leave, which appeared on page 842 of the Post Office Circular, it is pointed out that leave cannot be deferred from one year to the following year except in the case of an official who intends to proceed abroad or to visit relatives in distant settlements.

Officials will please take notice of this instruction when making application to defer annual leave.

WAR BONUS FOR CIVIL SERVANTS

A revision of the War Bonus, as outlined on page 1069 of the Post Office Circular of the 4th December, 1941, has been approved. The new rate of Bonus will have effect as from the 1st January, 1942, and will apply to officials in receipt of salaries from $360 and over.

The revised award is as follows:—

(a) The bonus now in payment to Civil Servants under the above ruling is to be doubled with effect from the 1st January, 1942.

(b) To men in receipt of $2,500 p.a. and under and to women in receipt of $2,000 p.a. and under who were debarred by salary limits or because of exceptional salary adjustments from participating in the previous award, Bonus will be paid at the following rates with effect from the 1st January, 1942:—

Married men	$8.00 per month.
Unmarried men and women	4.00 per month.

War Bonus is not to be regarded as a pensionable emolument.

MAILS

Mail Service to Thailand Suspended

All mail service has been suspended to Thailand.

Air Mail to Labrador Offices

Arrangements have been finalized with the Canadian Post Office, whereby letters despatched to and from Labrador during the Winter Season and routed via Quebec will receive Air conveyance between Quebec and Blanc Sablon. The charge for this service will be 6 cents per ounce in addition to the regular postage, or ten cents for first ounce and eight cents for each additional ounce.

Postmasters are requested to inform the public that letters posted, to be sent via this route up to the 15th April, should have the above postage affixed and should be superscribed "By Air."

Letters posted in Newfoundland will be despatched by surface means to Rimouski, from there by air to Blanc Sablon, and thence by surface means to destination. Letters posted at Labrador will follow the same route in reversed order.

Blanc Sablon to Forteau	10 trips for season
Forteau to Rigolet	5 trips for season
Rigolet to N.W. River	4 trips for season
Rigolet to Nain	3 trips for season
Nain to Hebron	2 trips for season

The following is a list of Offices on Labrador:—

Lance Au Clair	Cartwright
Forteau	Port Hope Simpson
Lance Amour	Rigolet
Lance Au Loup	North West River
West St. Modest	Makkovick
Henley Harbour	Davis Inlet
Red Bay	Hopedale
Cape Charles	Nain
Battle Harbour	Nutak
Square Island	Hebron

TRAIN SCHEDULE

The following Railway Winter Schedule came into effect on the 11th January, 1942:—

EXPRESS TRAINS

Leave St. John's	5 p.m.	Mondays and Thursdays
Arrive Port Aux Basques	8 p.m.	Tuesdays and Fridays.
Leave Port Aux Basques	7 p.m.	Sundays and Thursdays
Arrive St. John's	10 p.m.	Mondays and Fridays.

Additional Local Service:

In addition to the above mentioned service,—beginning January 17th, a local Express will leave St. John's 9 p.m. Saturdays for points as far as Grand Falls. Returning leave Grand Falls 9 p.m. Sundays, arrive St. John's 10.10 a.m. Mondays. This train will have same accommodation as regular express trains including Sleeping and Dining cars.

CARBONEAR BRANCH

Beginning January 13th

Leave St. John's, 9.00 a.m. Tuesdays, Thursdays, Fridays and 7.30 p.m. Saturdays.
Arrive Carbonear, 1.45 p.m. Tuesdays, Thursdays, Fridays, and 11.00 p.m. Saturdays.
Leave Carbonear, 3.20 p.m. Tuesdays, Thursdays, and 7.00 a.m. Saturdays and Mondays.
Arrive St. John's, 8.10 p.m. Tuesdays, Thursdays, and 11.00 a.m. Saturdays and Mondays.

ARGENTIA BRANCH

Beginning January 11th

Leave St. John's	8.30 a.m.	Tuesdays, Thursdays and Saturdays.
Arrive Argentia	1.00 p.m.	Tuesdays, Thursdays and Saturdays.
Leave Argentia	4.30 p.m.	Tuesdays, Thursdays and Saturdays.
Arrive St. John's	9.40 p.m.	Tuesdays, Thursdays and Saturdays.

BONAVISTA BRANCH

Beginning January 12th

Leave Bonavista	7.30 a.m.	Mondays and Thursdays.
Arrive Clarenville	1.20 p.m.	Mondays and Thursdays.
Leave Clarenville	11.45 p.m.	Mondays and Thursdays.
Arrive Bonavista	7.10 a.m.	Tuesdays and Fridays.

Note: Express trains from St. John's 5 p.m. Mondays and Thursdays will make direct connections for Bonavista Branch.

TELEGRAPHS

Censorship of Telegrams

The censorship regulations of the United States of America require the full signature of the sender on all telegrams addressed to that coutry. In the case of telegrams sent by individuals, one Christian name as well as the surname must be given, e.g.—John A. Smith not J. A. Smith. In the case of telegrams sent by a Company, the full title of the Company must be shown.

ACCOUNTING

Date Stamp of Issuing Office to Be Shown on Money Orders

Postmasters are again reminded to scrutinize carefully all money orders before effecting payment. It is most important that the stamp of the issuing office is clearly shown on the order as it is quite possible that a Money Order presented for payment without the stamp of the issuing office may be one of the stolen Orders advertised through the medium of the Post Office Circular as stolen.

Postmasters who detect Money Orders of this nature, are requested to report same immediately to the Chief Accountant before making payment.

Telegraphed Money Orders

Postmasters are reminded that Money Orders issued to cover telegraph transfers are to be forwarded to Headquarters by the first possible mail. A case occurred recently where an official sent the Money Order to the payee with the result that double payment was effected.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Blue Canon, Calif. . . 6,403 to 6,600 inclusive

The above Money Orders must not be paid.

War Saving Stamps

War Savings Stamps and Certificates have been supplied to all Post Offices in Newfoundland with the exception of a few small offices. If however, there is any demand for War Saving Stamps at any of these places not already supplied, a note to that effect and the quantity required should be immediately sent to the Accounts Branch, St. John's. Stamp cards containing 25 War Savings Stamps may be exchanged for Certificates.

Buy War Savings Stamps and Certificates. Your purchases help the Allies War Effort.

POST OFFICE CIRCULAR.

THURSDAY, 29th JANUARY, 1942

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

OBITUARY

The Department regrets to announce the death of Mrs. Elizabeth Murphy, Postmistress at Cappahayden, who died on the 1st January, 1942.

Mrs. Murphy was Postmistress for 46 years.

APPOINTMENTS

Corner Brook ..... Mr. E. Snow to be Assistant as from the 17th January, 1942.

Botwood ..... Mr. Reginald Sharron to be Messenger Assistant as from the 3rd January, 1942.

St. John's Instrument Room ..... Mr. L. Baird to be Learner as from the 1st January, 1942.

St. John's Instrument Room ..... Mr. M. Fleming to be Learner as from the 10th January, 1942.

Cappahayden ..... Miss Rita Murphy to be Postmistress and Telephone Attendant as from the 1st January, 1942.

Port Au Port ..... Miss Margaret Job to be Assistant as from the 8th January 1942.

TRANSFERS

Gander ..... Mr. Frederick Tilley, Assistant, Corner Brook, to be Assistant, Gander, as from the 17th January, 1942.

Burin ..... Miss Bessie Harris, Postmistress and Operator, Pass Island to be Assistant, Burin, as from the 29th December, 1941.

Seal Cove, W.B. ..... Miss Flossie Wells, Postmistress and Operator, Roberts Arm, to be Postmistress and Operator Seal Cove, W.B., as from the 27th December, 1941.

RESIGNATIONS

St. John's Instrument Room ..... Mr. Edward Webber, Learner and Teleprinter Operator, effective 3rd January, 1942.

Bishop's Falls ..... Miss Jessie Miles, Postmistress and Operator, effective 31st January, 1942, on marriage.

Summerford ..... Mr. Edgar Small, Postmaster and Telephone Attendant, effective 31st December, 1941.

Gander ..... Mr. Austin Keough, Assistant, effective the 8th January, 1942.

DISMISSAL

Deer Lake ..... Mr. Arthur Hutchcroft, Messenger, has been dismissed, effective 20th January, 1942. Unsatisfactory service.

APPOINTMENTS AND VACANCIES

All appointments during the war are in accordance with Treasury instructions made on an acting basis. Formal intimation to that effect is no longer made to the individual officer who receives acting promotion.

WAR BONUS FOR CIVIL SERVANTS

A revision of the War Bonus, as outlined on page 1069 of the Post Office Circular of the 4th December, 1941, has been approved for officials in receipt of salaries from $36.00 to $300.00 per annum, as follows:—

> "With effect from 1st January, 1942, bonus at the rate of 25 per cent of actual salary to officers in receipt of $36.00 to $300.00 per annum, subject to the proviso that (1) payments made under this authority shall not be less than the monthly rate of bonus now enjoyed by the officers concerned, and (2) that no payments shall be made to these officials at rates which are in excess of double those prior to 1st January, 1942."

Payment will be made to the officers concerned, in respect of bonus for January, on February salary.

AIRGRAPH SERVICE

It should be noted that for the present the Airgraph service may only be used for the Forces serving in the United Kingdom, as is stated on the back of the forms and senders should be informed accordingly.

ECONOMY IN THE USE OF MATERIAL

Because of the increased demands which are being made upon industry at the sources of supply it is desired to impress upon each member of the staff of the Department of Posts and Telegraphs the necessity which is incumbent upon us to reduce to the irreducible minimum the quantities of materials now used in the work of the Department.

Great care must be exercised in the use of all grades of paper, forms, envelopes and supplies and materials of all kinds, by each and every official or employee of the Department. Do not say "My personal effort does not amount to anything", it certainly does. The cumulative effect of individual effort in this direction will be a considerable factor in reducing demands upon industry and enabling industry to concentrate upon production for war requirements.

The following are examples of how each individual employee of this Department can help. Mail bags are costly and absorb much material and labour in their making and repair. You should see that every mail bag reaching your office is carefully preserved and returned to St. John's. Mail bags should not be used for any purpose other than the conveyance of mail and they should not be allowed out of the possession of the Post Office.

Do not discard anything. paper, envelopes or any material whatever until the utmost use has been made of it.

Because of war conditions an enormous burden has been placed upon telegraph lines, wire systems, telephones and radio facilities. The successful conduct of the war demands that the Naval, Military and Air Forces have first call on these services and it is the duty of each official to see to it that the burden on these facilities is reduced to the absolute minimum. Use the ordinary mail as far as possible for communications and give up entirely gossip or chatter on the lines.

It is impossible here to offer more than a few examples of how officials can help; each individual must see for himself or herself many more ways in which he or she can help in this very necessary effort, without seriously affecting the efficiency which is expected of a public and vital service in time of war.

The mails and telegrams must go through—but conservation is necessary for victory.

MAILS

Christmas Traffic

Letters and Cards	1940	1941	Increase
Number of items passing through cancelling machines from 12th to 31st December, 1941	474,529	507,265	32,730
Estimated number of letters and cards received from abroad and outports	325,413	447,442	122,029
The above figures do not include newspapers, circulars, etc., of which a large number was handled.			
Number of Bags of Mail Handled from the 1st to the 31st December, 1941			
Letters and papers received	6,221	9,605	3,484
Letters and papers despatched	4,483	5,121	638
Parcel bags received	3,371	3,683	112
Parcel bags despatched	5,760	5,854	94
Value of Money Orders issued and paid from the 1st to 31st December, 1941			
Value of Money Orders issued	$14,900.66	$31,499.44	$16,598.78
Value of Money Orders paid	$52,850.66	$67,916.44	$15,065.78

Report on Christmas Mails

Postmasters will please answer the following questions and send their replies to the Assistant Secretary by first mail after the receipt of this Circular. For the purpose of the report, the Christmas pressure period will be considered to extend from the 15th December, 1941, to the 6th January, 1942, inclusive. These reports should be as brief as possible. There is no need to copy out the questions. The numbers of the questions should be written down and answers given opposite.

(1) Was there any delay in either the receipt of the inward or despatch of outward mails; if so, what was the cause?

(2) Were mails received in good condition; if not, was the damage serious and what was the cause of such damage?

(3) Was any misassorted mail received at your office; if so, what quantity was received and what offices were at fault?

(4) How many bags of mail were (a) received inward and (b) despatched outward during the pressure period? Give separate figures for letters and parcel mails where necessary.

(5) Did you have a sufficient supply of stamps on hand to meet the increased demand during the pressure period?

(6) Are there any points with reference to the Christmas mail service which you would like to bring to notice, with a view to effecting an improvement in the service next year?

TELEGRAPHS

Change of Routing

From the 20th January, 1942, Port Aux Basques, instead of Channel, will be the connecting telegraph office for Isle Aux Morte, Fox Roost and Burnt Island.

Examination of Telegrams

Attention is drawn to the following extracts from the regulations governing the examination of telegrams for evidence of transmission, etc., and the exchange and confirmation of daily number reports, which appear on pages 278 and 279 of the Post Office Circular of the 10th March, 1938:—

A. At regular intervals (hourly if possible) the sent file should be inspected to ascertain if all telegrams sent since the last inspection bear the proper evidence of transmission.

B. The numbers on telegrams sent and received are to be examined to see that none are missing, and any errors discovered are corrected.

C. Numbers are to be compared daily between offices at closing.

D. If through any unavoidable cause numbers cannot be exchanged on the date of transmission, comparison must be made on the following morning.

Delivery of Telegrams at St. John's and Larger Towns

Attention is drawn to the following which appears on page 851 of the Post Office Circular of the 14th November, 1940:

"There has been considerable difficulty in the delivery of telegrams in St. John's and larger towns owing to the omission of a street address. There are a number of persons of similar name in the city of St. John's and considerable delay will be avoided by requesting the sender of a message to give a definite street address.

"It should be pointed out that this precaution is essential to ensure prompt delivery. Wherever possible the message is transmitted by telephone from Head Office where the telephone delivery system is used.

"The attention of all Postmasters is directed to the recent instructions issued in this connection. If the message is an answer to a previous message this fact should be shown after the check, thus, 'In ans. yours date' or 'Yours yesterday' as the case may be.

"The attention of the public should be directed to these instructions and their co-operation requested in this connection.

"Telegrams for St. John's not bearing a full and complete address will be accepted at the sender's risk. Senders must, of course, be notified to this effect when filing such telegrams. Advices of non-delivery will not be given with respect to such telegrams.

ACCOUNTING

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:—

Vancouver. Sub Office No. 22. B.C.... .... 005-62958 to 005-63000

The above Money Orders, if presented, must not be paid.

"BUY WAR SAVINGS STAMPS AND CERTIFICATES."

POST OFFICE CIRCULAR.

THURSDAY, 5th FEBRUARY, 1942

Issued by the Secretary to the Department of Posts and Telegraphs, St John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

RESIGNATIONS

St. John's, Carrier Division ..... Mr. J. J. Gibbons, Carrier, effective 28th January, 1942.

St. John's, Carrier Division ..... Mr. Thomas Bemister, Carrier, effective the 30th January, 1942.

Flat Islands, B.B. ..... Mr. George W. Howse, Postmaster and Operator, effective 28th February, 1942.

VACANCY

Flat Islands, B.B. ..... Applications addressed to the Secretary will be received up to the 24th February, 1942, for the position of Postmaster and Operator at Flat Islands, B.B. Salary $420.00 per annum plus War Bonus.

APPLICATIONS FOR INCREASE IN SALARIES

It is necessary to direct the attention of all officials to the notice appearing on page 965 of the Post Office Circular of the 5th June 1941, due to the large number of applications which are received for increases in salaries.

As is pointed out in paragraph two of that notice, salaries are based on the amount of work performed and on the responsibilty carried by each official concerned and that salaries are reviewed annually before the preparation of the Estimates for the coming year. Salary adjustments will be made, where justified, on the 1st July, 1942, and officials should refrain from making applications for increases.

It should be noted that the War Bonus, which was granted as from the 1st September, 1941, and the revised Bonus as from the 1st January, 1942, will offset, to some extent, the increase in the cost of living.

ANNUAL LEAVE

On the 18th December, 1941, through the medium of the Post Office Circular, a request was made for Postmasters to forward the names of relief officials in their vicinity as early as possible and state, if possible, where they have relieved in former years and their qualifications. To date there have been no replies to this request.

It must be realized by officials that annual leave for 1942 depends upon the number of relief officials available. At the present time the relief staff is seriously depleted due to the increases in staff at various offices, to resignations, leave of absence, etc.

Postmasters who have students studying telegraphy and Postal work, should endeavour to have these students become proficient in their work in order that they will be available to relieve

CERTIFICATES REQUIRED ON APPOINTMENTS

It should be noted that when appointments are made officials are required to furnish a birth certificate and certificate of medical fitness. There has been increasing difficulty in obtaining these certificates from new officials.

Officials who have received appointments should forward these certificates as soon as possible after appointment is made.

BACK STAMPING REGISTERED ARTICLES

The importance of exercising care in properly back-stamping registered articles handled by officials, is again brought to the special attention of all concerned.

Postmasters forwarding cash to the Cashier, Head Office, and to the Bank of Montreal, should place the date stamp in the sealing wax on the back flap of the registered envelope.

These orders are most important and should be carried out with the greatest care in the treatment of registered letters.

MAIL SERVICE TO THAILAND SUSPENDED

All mail service to Thailand has been suspended.

CORRESPONDENCE FROM OUTPORT OFFICES

In spite of repeated instructions, correspondence addressed to Head Office is being received without the name of office. The instructions are again repeated:—

> "Many Postmasters are in the habit of forwarding correspondence remittances, requisitions, etc., to Head Office with the name of office and/or the signature of the official omitted. These omissions result in unnecessary work at Head Office tracing the origin of these communications. In all cases both the office name and the full signature (not initials) of the official must be given."

Postmasters responsible for these irregularities must give greater attention to the instructions issued for their guidance in order that the business of the Department may be carried on in an efficient manner.

INTERNATIONAL REPLY COUPONS

It should be noted that International Reply Coupons issued in French Indo-China, Japan, Chosen (Korea) and other Japanese Dependencies and Thailand must no longer be exchanged.

The following is a complete list of the countries whose International Reply Coupons must not be exchanged:—

Austria
Belgium
Bulgaria
Chosen (Korea)
Czecho-Slovakia (Bohemia, Moravia and Slovakia)
Danzig
Denmark
French Indo-China
Finland
Germany
Holland
Hungary
Italy
Italian East Africa (Eritrea, Ethiopia and Italian Somaliland)
Japan
Japanese Dependencies
Libya
Luxemburg
Norway
Poland
Roumania
Thailand
Yugoslavia

INSURED PARCELS

The instructions with reference to Insured parcels is repeated:—

"Postmasters and their staff should note that they must take particular care when accepting insured parcels to verify that the packing is sufficient and such as to protect the parcel from the normal risk of transit. If necessary they should question the sender on this point and point out to him that it is in his own interest that the packing of all parcels, particularly those which are insured, should be adequate in all respects, and that if despite this a person posts an insured parcel which has a flimsy packing the Post Office will accept no responsibility for any damage which may ensue to the contents.

"If necessary Postmasters should endorse the cover of an insured parcel which appears to them to be insufficiently strong, to the effect that the sender's attention was directed to the matter."

ACCOUNTING

Requisitioning New Money Order Forms

Postmasters, when requisitioning new supplies of blank Money Order Forms should send in their requisitions to the Controller of Stores, General Post Office, St. John's, in sufficient time so that the new forms may reach the requisitioning office at least one month before the old supply of forms is likely to be used up.

Whenever a new supply is received each form should be examined individually to make sure that the name of the Office and the number is correctly shown on the order, advice and coupon portions of each Money Order and that the numbers of the Money Orders are in consecutive sequence. The total number of Money Order Forms received should be exactly as advised by the Stores Branch.

If there are any errors in the forms or discrepancy between the number advised and the number actually received a communication should at once be sent to the Stores Branch. The communication should be by letter if it is likely to reach St. John's within three days; otherwise a telegram should be sent.

Money Order Forms should always be kept in safe custody and should invariably be locked in the Office safe when no officer is on duty.

Money Orders Signed in Pencil

Despite repeated instructions many Money Orders, particularly telegraphed Orders, are being received at this office on which the endorsement is made in pencil.

This is against regulations and many of the Postmasters responsible have been warned repeatedly in the past.

Postmasters are again reminded that only top copies of telegraphed Orders endorsed in ink will be accepted. Carbon copies must not be sent.

Money Orders must not be endorsed in pencil.

Remittances to Cashier

Although notice has appeared in the Post Office Circular from time to time, Postmasters still continue to forward cash to the Cashier with the "Declaration of Contents, Form No. 1084, used as a remittance slip.

Remittance slips must be enclosed in addition to the Form No. 1084.

Declaration of Contents Form should show the registered number of the remittance and should be similar to that shown on the remittance form.

Service to the Philippines Suspended

The Money Order service between Newfoundland and the Phillippine Islands has been temporarily suspended as from the 1st January, 1942.

Postmasters will decline to pay Orders issued in the Phillippines after the 31st December, 1941.

Stolen U. S. A. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Blue Canon, Calif.	6403 to 6600 inclusive
Jennylind, Ark.	84425 to 84600 inclusive
San Francisco (Sta. 10) Calif.	95640 to 95800 inclusive
San Francisco (Sta. 37) Calif.	62977 to 63200 inclusive

The above Money Orders, if presented must not be paid.

Correction Notice—Stolen Money Order Forms

On the 25th December, 1941, it was reported that Money Order Forms Nos. 11984 to 11994, were stolen from the Post Office at Hylton, Ky. The Department has now been informed that these Forms were not stolen, and that the correct numbers of the missing Forms are 11985 to 11993. Investigation disclosed that these Forms were omitted from the book at the time it was printed. Therefore Postmasters will please correct their records accordingly.

TELEGRAPHS

Irregular Use of D.H. Telegraph Service

Despite repeated instructions given in the Post Office Circular many Postmasters continue to send Dead-head telegraph messages for enquiries concerning the payment or repayment of money orders. This procedure must cease. In future, when making enquiries as to the payment or repayment of Money Orders, Postmasters are instructed to use the mails.

Telegrams for Government Departments

Attention is called to the notice on page 699 of the Post Office Circular with reference to the acceptance of "Collect" telegrams for Government Departments, which reads as follows:—

> "Telegrams must not be accepted 'collect' for Government Departments except from recognized officials of the Department concerned, who should be requested to show their authority to send telegrams and to sign their official status or rank on the face of the telegrams.
>
> "Special attention should be given in this connection to telegrams handed in 'collect' and addressed to the Department of Public Health and Welfare.
>
> "Telegrams from private individuals to that Department quoting prices for the supply of goods or material must be fully prepaid."

RADIO LICENCES

Postmasters should show the expiry date, that is, the day, month and year on Radio Licences when issuing. A number of copies have been received with the expiry date 31 Dec. and no year given. Care should be exercised in this connection in future.

POST OFFICE CIRCULAR.

THURSDAY, 12th FEBRUARY, 1942

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are in accordance with Treasury instructions made on an Acting basis. Formal intimation to that effect is no longer made to the individual officers who receive acting promotion.

LEAVE

Postmasters are reminded that when an official commences leave or resumes duty from Annual or Sick leave, the date of commencement or resumption should be reported to the Staff Clerk.

RULES FOR DISCIPLINE AND GUIDANCE OF CIVIL SERVANTS

The following are some rules or extracts from rules taken from the Rules for Discipline and Guidance of Civil Servants:—

NO. 5. Any attempt to use outside influence to support personal claims in the Service will have a prejudicial effect upon the career of the officer concerned and, in serious cases, may result in disciplinary action. Civil servants must not approach the Treasury directly on matters affecting their salaries or conditions of service.

NO. 8. No gift should be accepted by a Civil Servant from any person or organization with which he is in contact owing to the nature of his duties, without permission from the Head of the Department.

NO. 10. The Government does not usually take cognisance of the private affairs of officers of Departments unless they are such as to interfere with the performance of public duties; but any officer who is in pecuniary difficulties or is living in a discreditable manner is less capable of performing his official duties, and such circumstances would therefore be regarded as constituting serious impediments to promotion.

NO. 11. The head of the Department may suspended any officer guilty of negligence or misconduct in the performance of his duty, and may remove such suspension. No officer shall receive any salary or pay for the time during which he is under suspension.

NO. 15. Absence from the Department on a whole or half holiday is not a matter of right, but is subject to the exigencies of the public service. For example, officers may be required to give extra attendance at times of pressure or to make good the absence of colleagues on sick leave or for other reasons.

NO. 16. When an officer is unable from illness, or any other cause, to attend for duty he must inform his superior officer immediately.

NO. 17. When illness extends beyond four days a certificate of a duly qualified medical practitioner must be furnished stating the nature of the officer's illness and the probable date of resumption of duty. If the officer is unfit for duty at the expiration of the period indicated by such certificate, the certificate must be renewed. (Where there is no medical practitioner, a certificate may be signed by a registered nurse).

NO. 18. The number of days for which pay may be given without a medical certificate may in no case exceed seven in any period of twelve months.

NO. 19. In the case of prolonged absence through sickness, the extent to which such absence on full pay will be continued will depend on the circumstances of the case. The sole justification for a long period of sick leave being that it will probably enable a public servant to return to duty at its conclusion, the Treasury reserve the right to exclude final sick leave from the calculation of service for pension.

NO. 24. A woman Civil Servant shall retire from office on marriage unless the head of the Department decided that she should be retained for a further period. (Women Civil Servants, who are required to resign on marriage and have completed not less than six years of service, are eligible for a gratuity calculated at the rate of one month's pay for each year of established service, subject to a maximum payment of a year's salary. This Gratuity does not apply to Telephone Attendants).

NO. 26. Officers are expected to exercise strict economy in the use of stationery and office supplies, which they are further reminded are the property of the State and must on no account be used for private purposes. Care must also be exercised in the use of light and fuel.

ACCEPTANCE OF MONIES

It has come to notice that pennies which have been silvered to resemble fifty cent pieces are in circulation.

Postmasters and their staff, especially counter clerks, are cautioned against accepting these fraudulent coins. Distinction between genuine fifty cent pieces and "silvered pennies", may be made by looking at the edges of the coin: a fifty cent piece has corrugated edges; a penny, smooth edges.

All possible care should be taken to see that all monies tendered at Post Offices are genuine. Care should also be exercised in accepting mutilated and plugged coins.

MAILS

Airgaph Service

Postmasters should note that, as is stated on the back of the Airgraph form, this service is **not** available to members of the Forces serving **outside** the United Kingdom.

Members of the public should be informed before the postage stamps are affixed.

Messages addressed to members of the Forces serving outside the United Kingdom must not be accepted.

Insufficiently Prepaid Correspondence

The Special Notice published on page 886 of the Post Office Circular of the 16th January, 1941, is repeated:—

> "Instances have come under observation throughout the country in which letters, small packages, and parcels are being accepted at Post Offices in Newfoundland on which much less than the correct postage in stamps is paid. This means that in the aggregate a serious loss to the revenue of the country is being sustained.
>
> "It is the duty of all officials to make themselves thoroughly acquainted with the existing rates of postage and to see that all mail matter which passes through their hands either has the proper amount of postage affixed in stamps or, if it does not, that it is marked for tax. In the case of mail for delivery on which less than the correct postage has been prepaid, postage-due stamps to an amount representing double the amount of the deficiency should be affixed by the Postmaster and that amount collected from the addressee before the item is handed over.
>
> "It is the duty of every postal official to see that loss to the revenue does not occur through underpayment of any matter passing through the Postal Service.
>
> "Postage rates may be obtained by reference to the Tariff Book.

Tying Bundles of Letters

The manner in which letters are tied in bundles by certain offices is very unsatisfactory. It frequently happens that owing to insecure tying letters are received loose in bags at St. John's and by the T.P.O.'s with result that the expeditious handling of the mails is interfered with and there is a greater risk of letters failing to make due connections.

All officers should take due note of this matter for their future guidance.

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during October, 1941:

Office	No. of Errors	No. of Money Orders Paid and Issued During October, 1941
Argentia	17	1,485
Bell Island Mines	4	756
Bishop's Falls	5	264
Bonavista	4	369
Botwood	5	929
Brig Bay	5	27
Buchans	9	1,213
Burgeo	5	228
Cape St. George	4	43
Cartyville	5	202
Catalina	5	198
Corner Brook	8	1,579
Fortune Harbour	10	117
Gambo	8	347
Gander	11	1,517
Grate's Cove	4	52
Hillgrade	5	24
Jamestown	6	93
Lewisporte	8	429
Little Bay, N.D.B.	6	106
Long Harbour	5	46
Marystown	5	198
Newstead	4	37
Pilley's Island	4	121
Port au Port	6	294
Port Blandford	4	135
Port Saunders	4	118
Red Island	4	82
St. Brendan's	4	113
St. George's	4	260
St. John's East	8	1,106
St. John's West	4	107
Stephenville	10	585
Stephenville Crossing	5	339
Sunnyside	4	86
Whitbourne	10	145
Windsor	6	450

Total No. of Orders issued during October	29,816
Total No. of Orders paid during October	12,358
	42,174
Total number of Errors	420
Percentage of Errors	.99
i.e. approximately 10 errors for each 1,000 Orders issued and paid.	
Total number of Figure Errors	357
Percentage of Figure Errors	.85
i.e. approximately 8 errors for each 1,000 Orders issued and paid.	

Requisitions

Some Postmasters make requisitions for stocks by telegraph through a Deadhead and also mailing the requisition for the same stock. This is confusing and it is possble that a duplicate order may be forwarded. It should be unnecessary to use the telegraph service for requisitions as, when stocks are getting low, a requisition should be mailed.

Requisition Forms

Postmasters must use proper requisition forms when ordering supplies. Scraps of paper should not be used. A supply of requisition forms will be forwarded by the Stores Branch upon request

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Chicago (Sta. 263) Ill. .... 108077 to 108200 inclusive
Rattlesnake, Fla. .... 1054 to 1200 inclusive
Summerdale, Pa. .... 13601 to 14000 inclusive

The above Money Orders, if presented, must not be paid.

NOTICE

A Birth Certificate from Mary Josephine Maher, registered at St. Peter and Paul's Church, Bay Bulls, is on hand. This Birth Certificate cannot be entered in the Staff records because of insufficient information. Will the owner please communicate with the Staff Clerk.

TELEGRAPHS

Routing of Foreign Telegrams

Several instances have come to the notice of the Department recently where Postmasters have ordered the routing of telegrams without any instructions from the sender.

Postmasters are again reminded that directing the route of telegrams is not the duty of the office of origin and except where it is specifically stated by the sender that he desires his telegram to follow a certain route and writes the routing instruction on the face of his message, it must be transmitted without any routing indicator.

Complications are liable to arise when telegrams are misrouted, and consequently where the routing has been defined by the sender it is distinctly the Postmaster's duty to see that the routing instruction is transmitted. See Post Office Circular, page 403.

Counting of Words in Telegrams

Attention is drawn to the instructions contained on pages 367 and 467 of the Post Office Circular dealing with the importance of checking all telegraph traffic to make sure that no words have been dropped from, or added to, the text of a telegram.

It is evident from the frequent omission of the indicator "Collect" in the checks of telegrams that the above mentioned instructions are not being correctely observed.

As a further safeguard against the omission of the indicator "Collect" in the check of a telegram the word must be repeated by the sending operator.

POST OFFICE CIRCULAR.

THURSDAY, 19th FEBRUARY, 1942

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are in accordance with Treasury instructions made on an Acting basis. Formal intimation to that effect is no longer made to the individual officers who receive acting promotion.

APPOINTMENTS

Jeffreys ..... Mrs. J. O. Hulan to be Postmistress and Telephone Attendant as from the 13th February, 1942.

Kelligrews ..... Mrs. Emma J. Anthony to be Postmistress and Telephone Attendant as from the 27th January, 1942.

RESIGNATIONS

Curling ..... Mr. C. Knight, Messenger, effective the 14th February, 1942.

Daniel's Cove ..... Mr. Expedite J. Howard, Postmaster and Telephone Attendant, effective 31st March, 1942.

Leading Tickles ..... Mrs. Gladys Parsons, Postmistress and Telephone Attendant, effective 31st March, 1942.

Port Rexton ..... Miss Lorraine Bannister, Postmistress and Telephone Attendant, effective 28th February, 1942.

Rantem Harbour ..... Mrs. Patience Hollett, Telephone Attendant, effective the 28th February, 1942.

St. George's ..... Miss Genevieve Gillis, Assistant, effective the 15th February, 1942.

SECRECY

The staff of the Posts and Telegraphs Department is reminded of the necessity of observing the strictest secrecy in regard to any information which may come to their notice in the course of their official duty.

RULES FOR DISCIPLINE AND GUIDANCE OF CIVIL SERVANTS

The following are rules taken from the Rules for Discipline and Guidance of Civil Servants:

1. Civil Servants of all grades are responsible for making themselves acquainted with such of the following rules as effect them.
2. Unauthorized communications to any newspaper or person of information obtained by members of the staff in the course of official duties, or from official documents, will be treated as a serious breach of duty.
3. Attention is called to the following provisions of the Official Secrets Acts (No. 5 of 1934):—
   (1) Any person who, having in his possession or control any sketch, photograph, plan,

model, article, note, document, secret code word or information which has been entrusted to him in confidence by any person holding office under His Majesty, or which he has obtained or had access to by reason of his position as a person who holds or has held office under His Majesty,

(a) Communicates the same to any person other than a person to whom he is authorized or it is his duty to communicate it, or

(b) Retains it when he has no right to retain it or when it is contrary to his duty to retain it, or fails to take reasonable care of it, or

(c) uses the information in his possession in a manner prejudicial to the safety or interests of the State is guilty of a misdemeanour.

The penalties for such misdemeanour are given in the Act, the effect of which is to prohibit any Civil Servant from communicating information which he has obtained owing to his official position to any person to whom he is not authorized to communicate it.

4. Civil Servants are expected to maintain at all times a reserve in political matters.

6. No officer may accept any post in the management of any society, or any trading, commercial, industrial, or financial firm or company which would require his attendance at any time during the office hours of his Department. This regulation represents only a minimum provision and no officer may at any time engage in any activity or occupation which might in any way conflict with the interests of the Department or be inconsistent with his position as a public servant.

12. In the case of negligence of duty or misconduct which is so serious as to require suspension or dismissal, the officer will be given the opportunity of making an explanation in writing.

13. It is undesirable that Civil Servants should write articles for publication or should speak in public or broadcast on matters in connection with their official work except by the direction of the Head of his Department unless such articles or statements are purely on technical or scientific subjects. If an officer has any doubt whether the article or statement comes within this category, he should consult the head of his Department.

MAILS

Parcel Post Service to China Suspended

Parcel Post service has been suspended to all parts of China.

Offices With Similar Names

Attention is drawn to the fact that there are a large number of cases of two or more Post Offices having the same or similar names, and whenever the opportunity arises therefore, it is the duty of Postmasters to bring this fact to the notice of the public and to impress upon them the need for correctly addressing their mail in order to avoid missending and delay. In these cases it is not sufficient for the address to contain only the name of the office of destination; it should contain also the name of the Bay or the name of the Electoral District The names of the following Offices showing the correct addresses should therefore be particularly noted:—

Burnt Islands	Burgeo District
Burnt Islands	Bonavista Bay
Collier's Central	Harbour Main District
Collier's Riverhead	Harbour Main District
English Harbour	Trinity Bay
English Harbour West	Fortune Bay
Flat Islands	Bonavista Bay
Flat Islands	Placentia Bay
Frenchman's Cove	Bay of Islands
Frenchman's Cove	Fortune Bay
Goulds	St. John's West District
Goulds	Port de Grave District
Jackson's Arm	White Bay
Jackson's Cove	Notre Dame Bay
Lady Cove	Trinity Bay
Ladle Cove	Fogo District
Lally Cove	Fortune Bay

Little Bay	Notre Dame Bay
Little Bay West	Fortune Bay
Little Bay East	Fortune Bay
Millertown	Grand Falls District
Milltown	Fortune Bay
Milton	Trinity Bay
Musgrave Harbour	Fogo District
Musgravetown	Bonavista Bay
Norris Arm	Grand Falls District
Norris Point	Bonne Bay
North Harbour	Placentia Bay
North Harbour	St. Mary's Bay
Portugal Cove	St. John's East District
Portugal Cove	Ferryland District
Rencontre East	Fortune Bay
Rencontre West	Hermitage Bay
Seal Cove	White Bay
Seal Cove	Conception Bay
Seal Cove	Fortune Bay
Ship Cove	Placentia Bay
Ship Cove	St. George's Bay
St. Jones Within	Trinity Bay
St. Jones Without	Trinity Bay
Stephenville	St. George's
Stephenville Crossing	St. George's
Victoria	Via Carbonear
Victoria Cove	Fogo District
Woods Island	Bay of Islands
Woody Island	Placentia Bay

TREATMENT OF UNDELIVERABLE CORRESPONDENCE

The attention of Postmasters is drawn to paragraph 1 of the instructions regarding treatment of undeliverable correspondence given on page 949 of the Post Office Circular of the 9th May, 1941, which reads as follows:—

> "All letters and postal packets which cannot for any reason be delivered must be endorsed on the front with the reason for non-delivery such as 'Gone Away', 'Refused', 'Deceased', etc., initialled by the officer making the endorsement and date stamped with the stamp of the office. The counter-signature of the Postmaster or Head Carrier is necessary where the endorsement has been made by an assistant or a Letter Carrier."

It is essential that these instructions be observed. There should be no delay in the return of any item which it is known cannot be delivered.

ADDRESSING CORRESPONDENCE

Attention of the public should be drawn to the following notice which should be copied and posted in a conspicuous and convenient place in the lobby:—

NOTICE

In order to avoid delay in delivery of mails addressed to men working with construction companies at Argentia, Botwood, Gander and such places the public is requested to address mail fully. The following information should be given in the address of letters, parcels, etc., addressed to such men:—

(a) Full name and number, if any.
(b) Nature of work, i.e., carpenter, plumber, or as the case may be.
(c) Number of camp.
(d) Name of Company employing the addressee.
(e) Place at which addressee works.

STORES

There has been a disappointing response to the notice appearing on page 1093 of the Post Office Circular with reference to the conservation of metal spools for typewriter ribbons; only one office has returned spools.

The notice is repeated:—

> "Owing to the urgent need for metal for more essential War purposes the manufacture of spools for typewriter ribbons has been considerably curtailed, and, in many cases metal spools have been replaced by wooden cores, from which ribbons are to be wound on to the old metal spool.
>
> "It is possible that there may not be sufficient metal spools to fill requirements in the future, and officials are hereby instructed to collect all unused spools and return same to the stores section at once. A tag should be attached to each spool indicating the make, such as 'Underwood typrewriter', 'Burroughs Adding machine', 'Victor Adding machine', 'Teleprinter', etc.
>
> "The above instruction should be borne in mind for the future, and as spools become available they should be forwarded to the Stores Branch, G. P. O. St. John's.
>
> "By carefully following these instructions members of this staff will be helping the Allies War effort."

TELEGRAPHS

Wireless Offices

It has been observed that Wireless Offices, which are temporarily cut off from their repeating offices, often fail to take the necessary steps to establish communication with some other wireless office which may be able to handle their traffic or put them into communication with St. John's for instructions or advice.

The number of Wireless Offices at important points around the coast is now so numerous that an office which is cut off from its repeating office should not suffer complete isolation provided the reason for the interruption is not due to faults in its own installation.

If in the future, therefore, a Wireless Office cannot get into contact with its own repeating office it should use every endeavour to make contact with a nearby Wireless Office and pass its traffic through that office. It should also send a service message to its repeating office giving the name of the nearby office through which it has established communication.

Similar temporary arrangements for communication should also be made when the interruption is due to the fact that the repeating office is itself cut off from communication either by land line or wireless with its main repeating office.

Telegrams to Show Full Name and Address of Sender

The name and address of the sender of every telegram must in future be inserted in full for reference in the space provided on the telegraph form.

Telegrams without the name and address must be refused.

POST OFFICE CIRCULAR.

THURSDAY, 26th FEBRUARY, 1942

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are in accordance with Treasury instructions made on an Acting basis. Formal intimation to that effect is no longer made to the individual officer who recives acting promotion.

OBITUARY

The Department regrets to announce the death on the 30th of January, 1942, of Mr. Herbert Parsons, Assorter at the St. John's General Post Office.

Mr. Parsons entered the service on the 12th January, 1912 and was a faithful and efficient servant and greatly esteemed by his colleagues.

APPOINTMENTS

Daniels Cove ..... Mr. Cyril Howard to be Postmaster and Telephone Attendant as from the 1st April, 1942.

Curling ..... Mr. George Murrin to be Messenger as from the 15th February, 1942.

TRANSFERS

St. John's Telegraph Delivery ..... Mr. Reginald Fallon, Messenger, Harbour Grace, to be Clerk, St. John's Telegraph Delivery as from the 27th January, 1942.

RESIGNATIONS

St. John's Telegraph Delivery..... Miss Olga Bishop, Telephonist, effective the 21st February, 1942.

Kelligrews ..... Miss Sylvia Hibbs, Postmistress and Telephone Attendant, effective the 26th January, 1942.

RULES FOR DISCIPLINE AND GUIDANCE OF CIVIL SERVANTS

The following are rules taken from the Rules for Discipline and Guidance of Civil Servants:

20. Any Officer suffering from an infectious disease is expected to take proper precaution against the spread of infection. If infectious disease of any kind breaks out in the house where he resides he must at once notify his superior officer, and if, as a result, he is not permitted to attend for duty, he will receive special leave with pay subject to the provision of a medical certificate specifying the nature of the disease involved.
21. If any person in a Department is injured by an accident arising out of and in the course of his or her employment, whether sick leave is taken or not, that person is promptly to give notice in writing (if possible) of the circumstances to his immediate superior officer. Full

details of the accident are to be given showing the date, time, place and cause, and giving the full names and addresses of any witnesses present. A medical certificate stating the precise nature of the injuries should be submitted at the earliest possible moment, in all cases where sick leave is taken, to the superior officer to whom notice of the accident was given. Superior officers are in all cases to forward all the correspondence regarding injuries to the Secretary of the Department accompanied by a covering report regarding the circumstances which caused the injury and any further relevant details.

22. Promotion will be made by merit rather than seniority. Officers should understand that their superiors are required to report periodically on their work. Annual increments in salay are not a matter of right, but depend on satisfactory performance of duties.
25. No officer must leave the office during office hours without the permission of his immediate superior officer.
27. Smoking is not permitted during office hours in Government offices which are open to the Public.
28. The attention of all officers is drawn to the necessity for exercising caution when throwing away matches, cigarette ends, etc., in view of the risk of fire from this cause. Officers are liable to be called upon to pay for any damage resulting from fire caused by their negligence.

MAILS

Compensation for Lost Registers

Information printed on the back of the Registered envelopes, which are sold by Post Offices, does not give the maximum amount of compensation which may be paid in respect of a lost register, with the result that this may leave the impression with the general public that the amount of compensation is unlimited.

Under the Act of 1926 the indemnity to be paid in respect of a duly registered article, whether such loss shall happen within or without Newfoundland. **shall not exceed the sum of twenty-five dollars.** This amount will only be paid after a thorough investigation by the Department.

It is known that instances have occurred where the Registration Service has been used for amounts greatly in excess of this amount. Although this practice is not irregular the sender assumes a risk by mailing money without the necessary protection.

Where it is possible, or where he has been consulted, the Postmaster should suggest to the sender that he should avail himself of the Money Order Service which will give him full protection for larger amounts of money.

ACCOUNTING

Money Orders Issued on Great Britain

Postmasters are reminded that under the new system of issuing Money Orders on Great Britain and European countries, the receipt portion only is given to the remitter. The Money Order, accompanied by the coupon advice, is to be forwarded to Head Office by first mail.

It is also important that the complete address of the payee be shown in the coupon advice; the Money Order portion remains blank.

Transfer of Funds by Cable to the United Kingdom

The attention of Postmasters is directed to the instructions specified in Accounting Circular "D" relative to the transfer of funds by cable to the United Kingdom.

Many Postmasters follow instructions stated in paragraph 1 and 2, but neglect to advise the Chief Accountant as instructed in paragraph 4. It is pointed out that without this telegram of advice, a transfer cannot and will not be made in future.

Money Order Sterling Exchange Rates

The following is the Money Order sterling exchange rate now in use:

For issuing, Table (Z8) .... $4.47 equals £1 - 0 - 0
For paying, Table (Z12) .... $4.43 equals £1 - 0 - 0

Recovered U. S. Postal Money Order Forms

The following United States postal money order forms have been recovered:—

Chicago, (Sta. 230) Ill. ... 97475 to 97600 inclusive

Stolen U. S. Postal Money Order Forms

The following United States postal money order forms have been reported stolen:—

Hattiesburg (Camp Shelby Branch Unit No. 2), Miss ... 77601 to 77800 incl.

Whittier, N.C. ... 101201 to 105000 incl.

The above money orders, if presented at a Newfoundland office, must not be paid.

TELEGRAPHS

Tender for Poles

The following notice calling for tenders for poles which has been mailed to offices concerned should be exhibited on the public side of their offices:—

NOTICE

Tenders are invited for a supply of telegraph poles for the following sections:—

Between Bishop's Falls and Millertown Junction	430 poles, 20 feet in length, 6 inches top diameter
Between Humbermouth and Port aux Basques	858 poles, 20 feet in length, 6 inches top diameter
	10 poles, 30 feet in length, 5 inches top diameter
Arnold's Cove Station	150 poles, 18 feet in length, 5 inches top diameter
Baine Harbour	285 poles, 18 feet in length, 5 inches top diameter
Bonavista	315 poles, 18 feet in length, 5 inches top diameter
Branch	150 poles, 18 feet in length, 5 inches top diameter
Brig Bay	120 poles, 18 feet in length, 5 inches top diameter
Campbellton	100 poles, 18 feet in length, 5 inches top diameter
Carmanville	25 poles, 18 feet in length, 5 inches top diameter
Coachman's Cove	200 poles, 18 feet in length, 5 inches top diameter
Cow Head	130 poles, 18 feet in length, 5 inches top diameter
Curling	440 poles, 18 feet in length, 5 inches top diameter
Flowers Cove	300 poles, 18 feet in length, 5 inches top diameter
Fogo	340 poles, 18 feet in length, 5 inches top diameter
Glovertown	460 poles, 18 feet in length, 5 inches top diameter
Harbour Breton	40 poles, 18 feet in length, 5 inches top diameter
LaScie	340 poles, 18 feet in length, 5 inches top diameter
Lethbridge	150 poles, 18 feet in length, 5 inches top diameter
Moreton's Harbour	260 poles, 18 feet in length, 5 inches top diameter
Musgrave Harbour	50 poles, 18 feet in length, 5 inches top diameter
Norris Arm	160 poles, 18 feet in length, 5 inches top diameter
Pool's Cove	150 poles, 18 feet in length, 5 inches top diameter
Princeton	100 poles, 18 feet in length, 5 inches top diameter
	3 poles, 27 feet in length, 5 inches top diameter
Robinson's Station	50 poles, 18 feet in length, 5 inches top diameter
St. John's - Cape Race	420 poles, 18 feet in length, 5 inches top diameter
St. Alban's	170 poles, 18 feet in length, 5 inches top diameter
St. Fintan's	100 poles, 18 feet in length, 5 inches top diameter
St. George's	30 poles, 18 feet in length, 5 inches top diameter
St. Kyran's	280 poles, 18 feet in length, 5 inches top diameter
Seal Cove, W.B.	180 poles, 18 feet in length, 5 inches top diameter
Springdale	100 poles, 18 feet in length, 5 inches top diameter
Trinity, T.B.	201 poles, 18 feet in length, 5 inches top diameter
	2 poles, 25 feet in length, 5 inches top diameter
Wesleyville	170 poles, 18 feet in length, 5 inches top diameter

All the above poles must be black spruce or juniper, sound, straight timber, fully rinded, measuring not less than the diameter specified at the top for each class of poles.

Delivery to be made not later than the first day of June, 1942.

For main line poles, tenders should state price per pole loaded on railway cars at sidings and at what points on railway poles would be loaded.

For branch line poles, tenders should state price per pole distributed along line as shown in notice mailed.

The lowest or any tender will not necessarily be accepted and the Department, in accepting the price of any tender, reserves the right to determine the number of poles which shall be supplied by any contractor.

Tenders will be received up to the 10th March, 1942, addressed to the Secretary for Posts and Telegraphs.

Envelopes should be marked "Tender for Poles" and in each case the quantities and dimensions of poles offered should be stated.

Secretary for Posts and Telegraphs.

Bills for Line Repair Work

It is observed that Postmasters and Telephone Attendants are not in all cases carrying out the instructions in Secretary's Circular No. 85 which states that any bill for services in connection with line repair work must be made out by the person to whom it is payable and must in all cases be accompanied by a properly prepared statement of the repairs carried out. All bills must be certified by the Postmaster or Telephone Attendant, who as the agent of the Deparment, must take all reasonable means of verifying that the work for which payment is claimed, has been duly performed. Any expenditure claimed by the line repairers and hired men must be accompanied by proper receipts or vouchers, and the expenditure order number must always be shown on bills, vouchers and report forms. Failure to carry out these instructions may result in Headquarters investigation and delay in payment of the account. Copies of report forms may be obtained on application to the Maintenance Branch of the Telegraphs.

Acceptance of Telegrams for Transmission

The attention of all officials is drawn to the instructions issued on page 490 of the Post Office Circular of the 16th March, 1939. which reads as follows:—

"All telegrams accepted for transmission over the Newfoundland Postal Telegraph system are subject to the following conditions:—

"The Secretary of the Department of Posts and Telegraphs may decline to forward the telegram, though it has been received for transmission; but in case of so doing shall refund to the sender the amount paid for its transmission. In case the telegram shall never reach its destination by reason of any neglect or default of the Secretary of the Department of Posts and Telegraphs or his servants whilst the telegram remains under the control of the Secretary of the Department of Posts and Telegraphs, he will refund the amount paid by the sender for such telegram.

The Secretary of the Department of Posts and Telegraphs shall not be liable to make compensation beyond the amount refunded as above for any loss, injury or damage arising or resulting from the non-transmission or non-delivery of the telegram, or delay or error in the transmission of delivery thereof howsoever such transmission, non-delivery, or delay or error shall have occurred.

The control of the Secretary of the Department of Posts and Telegraphs over the message shall be deemed to have entirely ceased for the purpose of these conditions at any point where, in the course of transit of the telegram to its destination, it may be entrusted by the Secretary of the Department of Posts and Telegraphs (and the Secretary of the Department of Posts and Telegraphs shall have full power to entrust the telegram) for further transmission by or through any system belonging to or worked by any administration or authority not controlled by the Secretary of the Deparment of Posts and Telegraphs exclusively, although worked as a part, or in connection with, the system or service of the Newfoundland Postal Telegraphs.

POST OFFICE CIRCULAR.

THURSDAY, 5th MARCH, 1942

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are in accordance with Treasury instructions made on an Acting basis. Formal intimation to that effect is no longer made to the individual officer who receives acting promotion.

EXTENSION OF STANDARD TIME

The extension of Standard time came into effect on midnight Sunday, the 1st March, 1942. At midnight on Sunday, therefore, all clocks were advanced one hour.

APPOINTMENTS

English Harbour West ..... Miss Winnifred Buffett to be Messenger-Assistant as from the 16th February, 1942.

TRANSFERS

St. John's Telegraph Delivery ..... Mr. Kevin Wilson, Assistant, Gander, to be Head Messenger, St. John's Telegraph Delivery, as from the 23rd February, 1942.

RESIGNATIONS

St. John's G. P. O. ..... Mr. L. Walker, Carrier, effective 28th February, 1942.
Argentia ..... Mr. Lloyd Hobbs, Assistant, effective the 28th February, 1942.
Change Islands ..... Mr. Cyril J. Hoffe, Messenger, effective the 31st March, 1942.

CORRECTION

The appointment of Mr. George Murrin to be Messenger, Curling, which was published in the Post Office Circular of the 26th February, 1942, is cancelled.

The resignation of Miss Jessie Miles, Postmistress and Operator, Bishops Falls, which was published in the Post Office Circular of the 29th January, 1942, is cancelled. Miss Miles has been permitted to remain in the service after her marriage.

INSTRUCTIONS APPEARING IN THE POST OFFICE CIRCULAR

There is reason to believe that the Post Office Circular is not being read by officials of the Department. The notice which appeared in the Post Office Circular of the 13th March, 1941, on page 917 is repeated:—

> "Certain Postmasters continue to make errors in their work against which they have been warned repeatedly in the Post Office Circular. From this it would appear that proper attention is not being paid to the instructions published from time to time in the Circular. The Post Office Circular is issued weekly and used as a means of bringing to the attention of all Postmasters certain errors in their work which they should avoid and new instructions which are issued from time to time. If the

Circular is not read weekly Postmasters will continue to make these errors and the value of the Circular is lost. Immediately on receipt of the Circular each Postmaster should read it through carefully and then pass it to each of his Assistants in turn. Any point in doubt should be taken up by letter with Head Office."

It is not sufficient to read the Circular on its receipt and then file it away. Reference should be made to the instructions contained therein from time to time in order that errors are avoided. There would be less work for Postmasters and for the officials at Head Office if Postmasters followed instructions carefully.

MAILS

Airgraph Service

Postmasters should advise the senders of Airgraph messages that the **official number** of the man to whom the airgraph message is addressed is an essential part of the address and that its omission will cause delay in the delivery of the message.

Suspension of Parcel Post Service to Fiji Islands

The Parcel Post Service to the FIJI Islands has been suspended.

Assorting Divisions

A great deal of time would be saved by the T.P.O. clerks on the Express and Branch Line trains if Postmasters when despatching mails to the trains took care to make suitable divisions of correspondence. In many cases Outport Postmasters despatch mixed bundles and make no division whatsoever.

Mails should be made up for the following divisions whenever there are as many as 15 letters for a particular division:—

1. St. John's City.
2. Local (that is all other Newfoundland Offices, except in cases where a sufficient number is received to make a bundle for any particular Office such as Corner Brook, etc).
3. Foreign.

All divisions should be double-faced; that is, the outside letter of each side of the bundle should have the address exposed to view. The larger offices should use labels. When labels are used they should be date stamped and should bear the name of the appropriate division in writing.

Tying Bundles of Letters

It is requested that Officials exercise greater care when tying letters in bundles. See page 1111 of the Post Office Circular.

OFFICES NOT REPORTING MONTHLY TRAFFIC REPORTS

The following Offices have not reported Monthly Traffic Reports for October, November and December, 1941:—

Key:—R—Received. O—Not received.

OFFICES	OCTOBER	NOVEMBER	DECEMBER
Alexander Bay Stn.	O	O	O
Arnold's Cove Stn.	O	O	O
Badger	O	O	O
Bartlett's Harbour	O	O	O
Bauline	O	O	O
Bell Island Mines	R	O	O
Botwood	R	O	R
Braggs Island	R	O	R
British Harbour	O	O	R
Burnt Point	O	O	O
Calvert	R	O	R
Cape St. George	R	R	O
Cappahayden	R	R	O
Cartyville	R	R	O
Chance Cove	O	R	O

Collier's Central	R	O	R
Cow Head	R	R	O
Curling	R	O	R
Donovans	O	O	O
Doyles	R	O	O
Eddy's Cove	O	O	O
Femme	O	O	O
Fishot Island	O	O	O
Flat Islands, B.B.	R	R	O
Fortune Harbour	O	O	O
Gambo	O	O	O
Goose Cove	R	R	O
Goulds, St. John's West	O	O	O
Grole	R	R	O
Horse Island	R	R	O
Jackson's Cove	R	R	O
Jerseyside	O	O	O
Kelligrews	O	O	O
Kilbride	O	O	O
King's Cove	R	R	O
La Scie	O	O	O
Lawn	R	O	R
Little Bay	O	R	R
Lords Cove	O	O	O
Lumsden	R	R	O
Lushs Bight	R	O	R
McIvers	O	O	O
Meadows	O	R	R
Millers Passage	O	O	O
Millertown Junction	O	O	O
Newfoundland Airport (Gander)	O	O	O
Newman's Cove	O	O	O
North Bay, B.L.P.	O	O	O
Notre Dame Junction	R	R	O
Old Shop	O	O	O
Piccadilly	O	O	O
Pinchard's Island	O	O	O
Point Au Mall	R	R	O
Point Leamington	R	R	O
Pools Cove	O	R	O
Port Au Bras	O	O	O
Portugal Cove	O	O	O
Port Union	O	O	O
St. Barbe	O	O	O
St. John's G.P.O.	R	R	O
St. Shotts	R	O	O
Ship Cove, Port Au Port	R	O	O
Shoal Cove West	R	O	O
Spaniards Bay	R	R	O
Spanish Room	O	O	O
Spruce Brook	O	O	O
Summerford	R	R	O
Summerside, B. of I.	O	R	R
Summerville	R	O	O
Sunnyside	R	O	R
Terenceville	O	O	O
Tompkins	O	O	O
Topsail	R	O	R
Torbay	O	O	O
Trinity, B.B.	O	O	O
Wadhams (Seasonal)	O	O	O

Wareham	R	O	R
West Bay Centre	R	R	O
Winterton	O	O	O
Woodfords	O	O	O

SALVAGING RUBBER BANDS AND WIRE CLIPS

In keeping with economy in the use of equipment and stationery, the attention of Postmasters and all officials is invited to the need for conserving the available stocks of rubber bands and wire clips, as it is possible that no further supply of either of these items will be obtainable in the future. Officials should commence immediately to save and re-use rubber bands and wire clips, and to salvage and use rubber bands removed from mail deposited for dispatch and other matter no longer requiring these items.

ACCOUNTING

The attention of all Postmasters is drawn to the following points:—

1. A list of telephone subscribers, covering remittances on telephone account, must be attached to the account.
2. Registered numbers must be quoted on remittance forms and reports. Some Postmasters neglect to do this, with the result that much time is lost when checking the reports at Head Office.
3. Reports must have the name of office and the signature of the official.
4. Greater care must be exercised when compiling reports. Check additions and balances brought forward before forwarding the report to Head Office. If reports were properly checked before forwarding them to Head Office, fewer errors would occur and Error Notices would be less frequent.
5. Postmasters should not, without authority from Head Office, order stamps or have a balance of stamps and cash on hand, in excess of their credit limit. If a larger credit limit is required, a request should be made to the Chief Accountant to have the increase granted.
6. Reference to the Post Office Circular on accounting matters will decrease the number of errors.

Stolen U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Cartter, Ill. ... 22810 to 23000 inclusive

The above Orders, if presented at a Newfoundland Office, must not be paid.

Recovered U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported recovered:—

Hattiesburg (Camp Shelby Branch Unit No. 2) Miss ... 77601 to 77800 inclusive

TELEGRAPHS

Censorship

Owing to the number of transients passing through Newfoundland, it is becoming increasingly difficult for censorship officials to deal with telegrams, without incurring undue delay. In order to remedy this, it will be necessary to transmit, after the signature, the status of the sender of the telegram.

Senders of telegrams may be described as follows:—

Military
Naval
Mercantile Marine
Airman
Civilian Traveller
Resident

These descriptions will not be transmitted beyond St. John's and must not be charged for or included in the check of the telegram.

INSTALLATION OF TELEPHONES

Renewed attention is drawn to the notice on page 1080 of the Post Office Circular with reference to installation of private telephones.

Postmasters will please advise persons enquiring for telephones that no further installations can be made.

POST OFFICE CIRCULAR.

THURSDAY, 12th MARCH, 1942

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are in accordance with Treasury instructions made on an acting basis. Formal intimation to that effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Curling ..... Mr. Herbert Knight to be messenger as from the 16th February, 1942.

Freshwater, P.B. ..... Mr. Thomas Meade to be Postmaster and Operator as from the 1st December, 1941.

RESIGNATION

Gaultois ..... Mr. Frederick W. Day, Postmaster and Operator, effective 23rd February, 1942. (Vacancy advertised by telegraph).

FACILITIES WITHDRAWN

Torbay ..... Money Order facilities have been withdrawn from the office at Torbay until further notice. Postmasters will delete Torbay from the list of Money Order Offices.

BILLS FOR PAYMENT

It has been noted recently that bills are being presented on this Department's bill heads to this Department for payment.

Postmasters are instructed that they are **not** to provide official stationery for the preparation of bills payable to private individuals. The person to whom payment is due should be advised to prepare his or her bill on his or her own private stationery and present it to the Postmaster for certification and forwarding to Head Office for payment.

MAILS

Air Mail Labels

A small supply of air mail labels is being sent to all Post Offices in Newfoundland in readiness for the commencement of the new Air Mail Service between Newfoundland and Canada and the United States early in May next.

These labels should not be used until intimation (by telegraph, where necessary) is received of the date of commencement of the service and the rates of air-mail postage to be charged on letters intended to be conveyed by air from Newfoundland. These labels should be carefully preserved until such notification is received.

Letters intended for conveyance to Canada or the United States of America by the New Service must not be accepted until definite notification of the date of commencement is received.

SEMI-ANNUAL STATISTICS

The semi-annual statistics will be taken in April, commencing on the 1st, and ending on the 30th. The statistical forms have been mailed to all offices.

Statistical instructions contained in the Post Office Circular of the 10th October, 1940, has the following:—

> "Repeated errors by some Postmasters in their statistical records point to a disregard of instructions which have appeared in previous issues of the Post Office Circular.
>
> "The Post Office Circular of the 7th March, 1940, refers to the Post Office Circular of the 12th October, 1939."

The Post Office Circular of the 12th October, 1939, in part, reads:—

> "Postmasters will note that whereas on the Monthly Traffic Report the record of Dutiable Parcels (delivered) only is taken, in the semi-annual statistics. Foreign non-dutiable parcels (delivered) on Form 1213, as well as dutiable parcels (delivered) on Form 1212 are accounted for. In the Monthly Traffic Report the telegraph and phonotelegram cash are City receipts only; the semi-annual statistics provide for the entering of the gross telegraph and phonotelegram cash."

Instructions governing the semi annual statistics are contained in Post Office Circular dated the 9th March, 1939, and Circulars of previous dates. Monthly Traffic Report instructions will be found in Post Office Circular, dated 13th July, 27th July and 31st August, 1939.

COMPULSORY REGISTRATION

The following instructions which appeared on page 733 of the Post Office Circular of the 25th April, 1940, are repeated:—

> "The transmission through the post of money in the form of coin or notes is prohibited unless the letter in which the money is contained is registered."

Any unregistered letter which contains coin or notes, such being evident from its external appearance or feel, (without the necessity of tampering or opening which is forbidden) must be registered by the Post Office official noticing it, and in all subsequent stages of its treatment up to the time of its delivery to the addressee it must be dealt with as a registered item. It must be surcharged with the amount of the registration unless it bears postage stamps sufficient to cover wholly or in part the amount of this fee. The surcharge or deficiency must be collected from the addressee on delivery.

Any unregistered letter which bears the word "Registered" or similar word or words to indicate that the sender desires it to be registered should be registered by the Post Office official noticing it and similarly dealt with as regards surcharge as indicated in the previous paragraph. This applies, of course, also to the official registered envelopes. If, through, inadvertence or ignorance on the part of the sender, one of these envelopes is posted ordinarily instead of being

given to a Post Office official for registration and receipt, it should be compulsorily registered immediately.

The following notice is published for the guidance of the public and should be copied neatly in ink, if a typewriter is not available.

NOTICE

Regulations covering the transfer of Money by mail

Coin and/or Bank notes must not be mailed by ordinary letter or parcel post mail but should be sent by **Registered Letter Mail** only.

Coin for delivery in Newfoundland should be securely wrapped and enclosed in one of the Department's Registered envelopes which should be passed to the receiving official who will register it and give a receipt for same.

Bank Notes should also be forwarded in one of these envelopes in the same manner.

The Department will not accept responsibility for the loss of money which is not mailed in accordance with these regulations, and any ordinary letter suspected by the Postmaster to contain coin or bank notes will be compulsorily registerered by the Postmaster and the registration fee collected from the addressee, but no compensation will be made for any loss sustained.

It is contrary to Postal Regulations to forward coin by mail to places outside Newfoundland.

The Money Order Service offers the safest means of transferring money for delivery in Newfoundland or abroad.

ACCOUNTING

British Orders on Newfoundland

Postmasters are hereby notified that in future Money Orders originating in Great Britain will be issued from the Accountant's Department, St. John's, by means of a special order and forwarded to the payee direct.

This order will bear the indicator "M.O.D. ST. JOHN'S" and must be treated in the same manner as a British Money Order.

When payment has been effected the order must be entered in column 8 on the paid sheet. To avoid confusion the paying Postmaster is asked to see that these orders do not appear in column 5 Newfoundland.

War Saving Certificates

The following points should be borne in mind:—

1. War Savings Certificates must not be issued for a joint account; that is, in the name of two people or for Mr. and Mrs. It may be issued in the name of one person only.
2. **For Offices that issue only.** Stubs of certificates issued for cards must be attached to the card; the number of the Certificates issued must be written on the card.

Service to Malaya and Straits Settlements Suspended

All postal service is suspended to Malaya, which includes the Federated and Unfederated Malay States, and to Straits Settlements, including Singapore.

Recovered U.S. Postal Money Order Forms

The following United States postal money order forms have been recovered:—

Cartter, Ill .. .. 22810 to 23000 inclusive

Postmasters will correct their records accordingly.

CERTIFICATES REQUIRED ON APPOINTMENT

With reference to the notice appearing on page 1106 of the Post Office Circular of the 5th February, 1942, it is essential that all new appointees forward a birth certificate as soon as possible to this office in order that the date of birth may be entered in the staff records. These certificates will be returned as soon as they have been entered on the records and checked by the auditor. It is in the interest of new officials that the date of birth be verified as it will eliminate considerable difficulty later on in connection with applications for superannuation allowances, etc.

If, however, it is impossible to obtain a Birth Certificate, every effort should be made to produce a Baptismal Certificate, and if that, too, for any reason is impossible, they should furnish a sworn declaration; a specimen of which is shown on page 997 of the Post Office Circular of the 31st July, 1941.

TELEGRAMS DESPATCHED BY UNITED STATES ENGINEERS

Attention is drawn to the instructions with reference to messages handed in by officials of the United States Engineers Department, which appear on page 972 of the Post Office Circular.

It is most important that outport Postmasters **forward bills** for the United States Engineers **to this Department** and take credit on their telegraph account at item 22.

It is also important that bills be accompanied by duplicate copies of each message. These copies must show the marks of transmission; that is, the number, time and initials otherwise this Department cannot receive payment for the account.

POST OFFICE CIRCULAR.

THURSDAY, 19th MARCH, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are in accordance with Treasury instructions made on an acting basis. Formal intimation to that effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Bell Island Mines ..... Miss Mary Jackman to be Assistant as from the 1st March, 1942.

Grand Falls ..... Mr. Stanford Temple to be Carrier as from the 1st March, 1942.

Grand Falls ..... Mr. Howard Cool to be Messenger as from the 1st March, 1942.

Windsor ..... Mr. Philip Kelly to be Messenger as from the 1st March, 1942.

PROMOTION

St. John's General Post Office ..... Mr. William Warford, Carrier, to be Assorter as from the 1st February, 1942.

TRANSFERS

Catalina ..... Miss L. E. Pelley, Postmistress and Operator King's Cove, to be Postmistress and Operator Catalina as from the 16th March, 1942.

Grand Falls ..... Mr. John Cardoulis, Messenger, Windsor, to be Carrier-Assistant. Grand Falls, as from the 1st March, 1942.

RESIGNATIONS

Woodfords ..... Mrs. Bessie Crawley, Postmistress, effective 31st March, 1942. (Vacancy advertised locally).

ANNUAL LEAVE

There is little response to the request for Postmasters to forward the names of relief officials in their vicinity. This request was made on page 1077 of the Post Office Circular of the 18th December, 1941. To date there have been only six replies.

It will be impossible to grant annual leave this year if there are only three or four relief officials. Postmasters should endeavour to obtain the names of any person in their settlement who has telegraphic experience and notify the Staff Clerk of their qualifications.

Postmasters who have students learning telegraphy and postal work should give all possible assistance to them in order that they may become qualified to assume relief duty during the leave period. If and when these students become qualified notification should be forwarded to the Staff Clerk.

MAILS

Despatch of Mails to Meet Public Requirements

When a mail is due to be despatched before 9 a.m. on Monday morning or a morning after a whole holiday it should not be closed on the Saturday night or the evening previous to the whole holiday.

The public should be given the opportunity, and should be informed accordingly, of posting correspondence in the receiving box at the Office up to 9 p.m. on Sundays and the days of whole holidays for despatch on the following day.

Postmasters should attend at their Offices at 9 p.m. on Sundays and the days of whole holidays for the purpose of making up a late despatch if such be necessary, but the office should not be opened for public business.

The public should be advised against dropping into the receiving boxes unstamped letters accompanied by the money to purchase the stamps necessary for the postage and Postmasters should refrain from affixing stamps on correspondence posted in this way. Correspondence so posted should be surcharged in accordance with regulations and forwarded to destination. Notice to this effect should be exhibited in all Post Offices. The money should be retained for a week in order to give the owner an opportunity of establishing his claim to it. At the end of the week if it has not been claimed, stamps to the value of any money dropped into the receiving boxes should be attached to a blank sheet of paper which should be forwarded to the Accounts Branch with a brief report. The stamp should not be cancelled. No entry of any sort is to be made in the Account Books in this connection.

Delivery of Mails to Meet Public Requirements

Delivery of mails to the public must be made the same evening at the Offices where less than three mails are received each week and where the hour of arrival of the mails is between 6 p.m. and 10 p.m. If they arrive after 10 p.m. delivery should be made at 9 a.m. the next day. Mails arriving after 10 p.m. on Saturday should be delivered between 9 a.m. and 10 a.m. on Sunday the next day, if public requirements demand it.

GIFT SHIPMENTS OF FOOD TO THE UNITED KINGDOM

The revised regulations issued by the British Ministry of Food which were published on page 970 of the Post Office Circular of the 12th June, 1941, are repeated:—

"Information has been received that the British Ministry of Food, in order to conserve shipping space for more urgent supplies, has issued new regulations in respect to gifts despatched to the United Kingdom from abroad. After June 28th, 1941, such gifts will be allowed only subject to the following conditions:

"Bona fide unsolicited gifts, whether they include rationed foods or not, may be received in the United Kingdom from abroad by parcel post addressed to individuals.

"No parcel may exceed 5 lbs. gross weight or contain more than 2 lbs. of any one foodstuff.

"No permit or licence is required in such cases, and all parcels must be clearly marked as gifts.

"A gift cannot be regarded as unsolicited where it has been received as a result of some prior communication sent by the recipient to the donor. Moreover the receipt of gifts at frequent intervals cannot be permitted.

"Licences which have been granted to importers to receive individual gifts in bulk for distribution through the parcel post on arrival in the United Kingdom will not be renewed, or any further licences of this type approved. Existing licences and those recently expired and under consideration for renewal will be held to cover consignments despatched from abroad by the 28th June.

"Where well-wishers abroad desire to send larger quantities of foodstuffs (which must not include rationed foods), they must first arrange for some responsible organization in the United Kingdom, formed for charitable or similar purposes, to be the recipient of such goods. Application for a licence must then be made to the Ministry of Food by that organization, which will be required to give an undertaking that the goods will be consumed within that organization. For example: If the recipient is a hospital, the food would be supplied to patients or members of the

staff. In the case of neither parcels nor larger consignments will it be permitted to send any money out of the United Kingdom in respect of gifts of food.

"Attention is drawn to the provision of the Rationing Orders, 1939 (S.R. and O. 1856) under which it is an offence to obtain or attempt to obtain, or to supply or to attempt to supply any rationed food in excess of the ration. It is an offence, therefore, to send abroad for supplies of rationed foods."

These regulations do not apply to parcels for Newfoundland soldiers in the United Kingdom.

The British Ministry of Food has expressed the desire that wide publicity should be given to the above regulations so as to avoid disappointment to persons contravening them in ignorance of their provisions.

Postmasters are requested to render all possible assistance in making these new regulations known to their patrons.

FRAUDULENT USE OF POSTAGE STAMP ALREADY USED

Every person who uses or attempts to use in prepayment of postage on any letter or mailable matter posted in Newfoundland, any postage stamp which has been before used for a like purpose, or who uses or attempts to use for the purpose of transmission by or through the post any post card or stamped envelope or stamped post band or wrapper which has been before used for a like purpose shall incur a penalty not exceeding forty dollars for every such offence (extract from Postal and Telegraph Act).

If a Postmaster has grounds for believing beyond all reasonable doubt that a stamp affixed to an item of correspondence or printed or embossed on any stationery has already been used he should withhold the item of correspondence from the normal course of circulation in the mails and forward it with a report to the Secretary. The stamp should not be cancelled with the office date stamp. The report should give the date of posting of the item and the name and address of the sender if known to the Postmaster.

It goes without saying that Postmasters should exercise extreme care in this matter and should not withhold an item from due course of circulation unless the evidence of fraudulent use is conclusive. It does not follow for example that because a stamp is dirty it has necessarily been used on a previous occasion. The most conclusive evidence is the mark of a previous date stamp or postmark or handwriting.

ACCOUNTING

Radio Licences

When issuing Radio Licences Postmasters must record on the licence the **full** christian name or names of the person to whom the Licence is issued. Such licences must be countersigned by the Postmaster.

When issuing licences Postmasters should ascertain whether the address of the licencee, when he obtained his last licence, is the same as it is now. If there has been any change the old address should be written on the back of the duplicate copy of the licence.

Postmasters are further reminded that all names and dates, etc., must be filled in clearly.

The failure of Postmasters to enter clearly such information on licences has been the source of considerable delay in completing licences already issued.

WAR SAVINGS CERTIFICATES

Requisition for Certificates

Postmasters at non-savings Bank Offices must refrain from requisitioning for War Savings Certificates. Certificates are sold only at offices handling Savings Bank business.

Requisitions for War Savings Stamps

Postmasters should at all times keep sufficient supplies of War Savings Stamps on hand. There is no limit on the quantity which may be ordered and Postmasters should requisition a sufficient supply to meet the demands of the public

Remittances to the Cashier

Remittances have been forwarded to the Cashier, Head Office, on War Savings Stamp account on the General Remittance Form. The War Savings Certificate Remittance Form (Pink) must be used for remittances on War Savings Stamp account also and it should be stated on the remittance form "War Savings Samps."

Stamp Requisitions

The postage stamp remittance form No. 1043A and War Savings Stamp remittance form No. W.S.C.2. must be completed on both portions. The name of office, signature of the official and quantities required must be shown. The failure to follow these instructions causes considerable trouble and delay at Head Office as each form must be completed before filling the requisition.

Recovered U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been recovered:

Whittier, N.C. .. 101,201 to 105000 inclusive

TELEGRAPHS

Acceptance of Collect Telegrams for Members of Naval and Military Forces in Newfoundland

Owing to the impossibility of effecting personal deliveries, collect telegrams cannot be accepted for members of the Naval and Military forces in Newfoundland. Telegrams so accepted after the date of issue of this Circular will be made prepaid and charged against the office of acceptance without notice to that effect.

Telegrams for Government Departments

Attention is again directed to the acceptance of "collect" telegrams for Government Departments from persons having no official standing. This applies particularly to the Public Health and Welfare Department.

Telegrams must not be accepted "collect" for Government Departments except from recognized officials of the Department concerned, who should be requested to show their authority to send telegrams and to sign their official status or rank on the face of the telegram.

Special care should be given in this connection to telegrams handed in "collect" and addressed to the Department of Public Health and Welfare.

Telegrams from private individuals to that Department quoting prices for the supply of goods or materials must be fully prepaid.

POST OFFICE CIRCULAR.

THURSDAY, 26th MARCH, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are in accordance with Treasury instructions made on an acting basis. Formal intimation to that effect is no longer made to the individual officer who receives acting promotion.

LEAVE OF ABSENCE

Bonne Bay ..... Mrs. Ruby M. Roberts, Postmistress, has been granted leave of Absence for War Service. Effective the 15th March, 1942.

St. John's Instrument Room ..... Mr. Graham Wells, Operator, has been granted Leave of Absence to join the Canadian Army. Effective the 15th March, 1942.

APPOINTMENTS

Bay Roberts ..... Mr. Wilfred Mercer to be Messenger as from the 4th March, 1942.

Bonne Bay ..... Mr. J. A. Follett to be Postmaster as from the 16th March, 1942.

Channel ..... Mr. Vernon Janes to be Messenger as from the 1st March, 1942.

Flat Islands, B.B. ..... Mr. M. C. L. Pickett to be Postmaster and Operator as from the 20th March, 1942.

Gander ..... Mr. Victor Williams to be Assistant as from the 17th March, 1942.

Harbour Buffett ..... Miss Melinda Morash to be Messenger as from the 7th March, 1942.

King's Cove ..... Mr. Wilfred L. Abbott, to be Postmaster and Operator as from the 16th March, 1942.

Port Rexton ..... Mr. Alonzo Bannister to be Postmaster and Telephone Attendant as from the 1st March, 1942.

St. George's ..... Miss Laura Ozon to be Assistant as from the 16th March, 1942.

St. Lawrence ..... Miss Helen Adams to be Postmistress and Operator, as from the 7th March, 1942.

RESIGNATIONS

Gander ..... Mr. Frederick Tilley, Assistant, effective the 10th March, 1942.

Bay Roberts ..... Mr. William Mercer, Messenger, effective the 3rd March, 1942.

Buchans ..... Mr. Llewellyn Peddle, Messenger, effective the 28th February, 1942.

Channel ..... Mr. Thomas Ford, Messenger, effective the 28th February, 1942.

Harbour Buffett ..... Miss Dorothy Collett, Messenger, effective the 6th March, 1942.

St. John's, East End, P.O. ..... Miss Ruby Bishop, Assorted and Counter Clerk, effective 6th March, 1942.

INDEX FOR POST OFFICE CIRCULAR

With reference to the notice on page 1089 of the Post Office Circular, the index for pages 877 to 1084 has now been prepared and forwarded to each office by mail. The index has been placed in a folder with an Acco fastener. Owing to the shortage of Acco fasteners it was impossible to send them to all offices. Those offices which have not received fasteners may bind the Circulars in the folder by means of string. All Circulars should be punched by a nail or some other means and kept in place by means of the fastener for ready reference.

If at any office copies of the Circulars referred to above are missing, the Postmaster should write the Staff Clerk for fresh copies.

CERTIFICATES REQUIRED ON APPOINTMENT

All officials receiving appointments are again reminded that a birth certificate and certificate of medical fitness should be forwarded to the Staff Clerk as soon as possible after their appointment.

MAILS

Treatment of Undeliverable Correspondence

It is apparent from the number of letters received from the Dead Letter Branch that officials continue to disregard the instructions with reference to the treatment of undeliverable correspondence. The instructions issued on page 1115 of the Post Office Circular of the 19th February, 1942, are again repeated:—

> "All letters and postal packets which cannot for any reason be delivered must be endorsed on the front with the reason for non-delivery, such as "Gone Away", 'Refused', 'Deceased', etc., initialled by the office making the endorsement and date stamped with the stamp of the office. The counter-signature of the Postmaster or Head Carrier is necessary where the endorsement has been made by an assistant or Letter Carrier. "

It is emphasized that these instructions must be observed. There should be no delay in the return of any item which it is known cannot be delivered.

Communications From Philatelists

It sometimes happens that Postmasters and other Officers of the Department receive requests from Stamp dealers and Philatelists (1) to affix stamps to letters, (2) to cancel stamps which are not affixed to letters and (3) to cancel stamps already affixed to envelopes and return them by post.

It should be noted by all officers of the Department that in no circumstances should these requests be complied with, and if any such communications are received from Stamp dealers or Philatelists, they should not be replied to but should be forwarded, with any enclosures, to the Secretary.

ACCOUNTING

Errors in Telegraph Accounts

Considerable trouble is found at Head Office in reconciling the balances, shown on the weekly telegraph statement, with the balance as shown in the Head Office Ledger due to the fact that Postmasters are entering corrections by service messages, applying to accounts which have gone forward to Head Office, in subsequent accounts instead of waiting for the regular error notice which will follow in due course.

The purpose of the service message is to point out in detail just where the error occurred and any action called for by it should be attended to immediately, but it must not be treated as an error notice and entered into accounts.

The error notice which will be forwarded when the accounts are reconciled with Head Office books, will show the difference in each days cash as compared with Head Office figures and should be compared with the service message applying to that day's business before entering into accounts. If, however, the service message applies to a day's business for which the account has not been forwarded to Head Office, then, of course, the correction can be made to the day's

business concerned and there will be no need of the error notice as the account will then agree with Head Office figures.

War Savings Certificates

Postmasters who issue War Savings Certificates should bear the following points in mind:—

1. Certificates must be issued in consecutive order.
2. Form W.S.C.4 (List of War Savings Certificates sold during the term) and Form W.S.C.5 (List of War Savings Certificates on hand) must be submitted every accounting term whether there has been a sale or not.

War Savings Certificates

Attention is drawn to page 915 of the Post Office Circular with reference to stamps to the value of one certificate being purchased in a sheet and then affixed to the stamp card. Stamps must not be sold in sheets of twenty-five to one person. Where a person has sufficient money to purchase twenty-five stamps, it should be pointed out to that person that a certificate should be purchased.

The reason stamps were issued was to accommodate persons who were unable to purchase a full certificate at one time and by means of a stamp were able to purchase more or less on the installment system.

War Saver Buttons will be issued to persons completing a card or purchasing a certificate. If the money for a certificate is sent to Head Office the "Button" will be forwarded to the purchaser. It is believed that the sudden increase in the number of cards completed is due to the false impression that a "Button" may only be obtained through the completion of a card.

Cards to be Properly Completed

If a War Saving Card, properly completed with the name of the purchaser, the address and the date, is presented at a Post Office, it is not necessary to forward an application form with it.

The card should show the name and address in **Block letters** in the bottom left hand corner. The holder's signature and address should be written in the bottom right hand corner. If the holder is a child, unable to write, the signature of the parent or guardian should be shown.

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during November, 1941:

Office	No. of Errors	No. of Money Orders Paid and Issued during November, 1941
Argentia	6	1139
Bell Island Mines	5	714
Bishop's Falls	5	254
Bonavista	4	455
Botwood	9	937
Buchans	10	1200
Cape St. George	4	55
Catalina	4	178
Channel	4	555
Clarenville	4	237
Corner Brook	4	1736
Elliston	5	81
Fortune Harbour	8	83
Gambo	10	329
Gander	9	1303
Grand Falls	6	1482
Grate's Cove	6	46
Harbour Buffett	4	83
Harcourt	5	46
Haystack	6	30
Heart's Content	4	115

Hickman's Harbour	4	97	
Holyrood	7	72	
Lamaline	4	188	
Lewisporte	6	380	
Little Bay, N.D.B.	8	125	
Little Heart's Ease	5	44	
Long Harbour	6	41	
Norris Point	4	79	
Old Perlican	5	67	
Port au Port	7	262	
St. Brendan's	5	81	
St. George's	4	251	
St. John's East	7	1241	
St. John's General	8	4926	
St. John's West	4	141	
Stephenville	4	454	
Stone's Cove	4	83	
Whitbourne	4	151	
Windsor	4	446	
Total No. of Orders Issued during November			29,736
Total No. of Orders Paid during November			11,833
			41,569
Total Number of Errors			470
Percentage of Errors			1.13
i.e. approximately 11 errors for each 1,000 Orders issued and paid.			
Total number of Figure Errors			397
Percentage of Figure Errors			.96
i.e. approximately 10 errors for each 1,000 Orders issued and paid.			

TELEGRAPHS

Telegraph Traffic January 1942

Class	1941	1942	Increase
Paid telegrams (includes (Priority)	34,718	53,104	18,386
Priority	2,612	5,710	3,098
Phono-telegrams	1,114	1,591	477
Total paid traffic	35,832	54,695	18,863
Deadhead and Service messages	6,730	7,024	294
Telegram equivalent Public despatch	3,820	3,880	60
Total paid traffic	46,382	65,599	19,217

Use by Unauthorized Persons of Telephones Installed in Postmasters Residences

There is reason to believe that telephones installed in Postmasters residences or boarding houses are in some cases being used by members of the household concerned. Use by unauthorized persons of these telephones is not permitted. During office hours when Postmasters are absent from their residences or boarding houses, the fuse blocks should be removed to prevent the use of telephones in their absence.

Non-acceptance of Collect Messages for the United States

Advice has been received that in accordance with the United States censorship regulations, collect messages, other than government messages and messages from authorized press organizations or correspondents, cannot be accepted for the United States or its territorial possessions.

Offices will be governed accordingly in the acceptance of messages.

POST OFFICE CIRCULAR.

THURSDAY, 2nd APRIL, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY

APPOINTMENTS AND VACANCIES

All appointments during the War are made in accordance with Treasury instructions on an acting basis. Formal intimation to that effect is no longer made to the individual officer who receives acting promotion.

DAYLIGHT SAVING TIME

Daylight Saving Time comes into force in Newfoundland on the first Sunday in April. At midnight on Sunday, the 5th April, therefore, all clocks should be put forward one hour, making the time 1 a.m. Monday, the 6th April.

Postmasters should govern themselves accordingly, so that they will not miss their schedules on Monday, the 6th April.

APPOINTMENTS

Boyd's Cove ..... Miss Elsie Freake to be Postmistress and Telephone Attendant as from the 1st April, 1942.

Gaultois ..... Mr. Albert Sodero to be Postmaster and Operator as from the 23rd March, 1942.

Leading Tickles ..... Miss Ruth Alcock, to be Postmistress and Telephone Attendant as from the 1st April, 1942.

Chapel Cove ..... Mr. James Hawco to be Postmaster as from the 1st April, 1942.

Wesleyville ..... Mr. Peter Tiller to be Messenger as from the 27th March, 1942.

RESIGNATIONS

Boyd's Cove ..... Miss Alma Waterman, Postmistress and Telephone Attendant, effective 31st March, 1942, on marriage.

TRANSFERS

Argentia ..... Mr. Denis Ryan, Assistant Gander, to be Assistant Argentia, as from the 24th March, 1942.

RETIREMENTS

St. John's G. P. O. ..... Mr. R. J. Miles, Assorter, effective the 28th February, 1942, on medical grounds.

OBITUARY

The Department regrets to announce the death on the 21st March, 1942, of Mr. J. J. O'Brien Postmaster and Operator at Cape Broyle

Mr. O'Brien entered the service in July, 1932.

DISMISSALS

Port Au Bras ..... Miss Irene Bennett, Postmistress and Telephone Attendant, was dismissed on the 15th January, 1942. Shortage in accounts.

Wesleyville ..... Mr. Maxwell Best, Messenger, was dismissed on the 26th March, 1942.

CHANGE IN LOCATION

On the 1st April, 1942, the Post Office which served the settlements of Woodfords and Chapel Cove, was transferred from Woodfords to Chapel Cove to the residence of Mr. James Hawco, who has been appointed Postmaster.

MAILS

Date-Stamping of Mail

It has come to notice that certain officials are in the habit of cancelling postage stamps with coloured inks. This practice is wrong and must be discontinued forthwith.

Black ink only must be used for the cancellation of stamps. Application should be made immediately to the Controller of Stores for black ink before supplies at an office run short.

Obliterating Old Address on Re-used Envelopes

The attention of all officers concerned is drawn to the necessity for completely obliterating old addresses before re-using envelopes. Unless the old address is obliterated there is a possibility that the mail will be assorted incorrectly and thereby cause unnecessary work and consequent delay to the correspondence contained therein.

Where possible Postmasters should make use of used envelopes for Departmental correspondence. If it is impossible to glue the flap of the envelope, it may be secured with gummed paper.

STORES

Used Lead Seals

Used lead seals are valuable scrap and must not be thrown away or otherwise desposed of locally.

All offices which receive mail bags sealed with lead seals from other offices should be careful to preserve all seals and to forward them at the end of each quarter to the Controller of Stores. Waste string should be cut from the seals before they are returned.

The General Post Office, St. John's, and the Newfoundland Assorting Office at North Sydney, which receive mails from offices of exchange in other countries, should be careful to act upon these instructions and should forward consignments of scrap lead seals to the Stores Section at the end of each month.

Stores Receipt Cards—Form No. 1300

It has come to notice that a number of officials are dilatory in returning Stores Receipt Cards, Form No. 1300. These cards are issued for the purpose of obtaining receipts from offices for goods supplied from the Stores section. For record and auditing purposes it is essential that all such cards should be returned to the Stores section properly filled in immediately upon receipt of goods.

These cards are not to be carried in stock at offices. The procedure is as follows:—When the Stores section supplies articles, such as, scales, stoves, clocks, etc., a card is filled out and mailed to the Postmaster. This card serves the double purpose of a notice to the Postmaster that

the goods mentioned on it have been shipped, and after being signed and returned to the Stores section it constitutes a receipt for the Stores. When such a card is received the goods should be checked against it and if in order the card should be signed and returned immediately by first mail.

Storage Batteries and Delco Chargers

The attention of all offices at which storage batteries and Delco chargers have been installed is again directed to pages 207 and 208 of the Post Office Circular of the 11th November, 1937. The instructions should be read again and care should be taken to see that batteries are only filled with water immediately before charging and that batteries are kept charged during frosty weather by giving them a short charge before the staff leave the office on cold nights, Saturday nights or the eve of whole holidays. Officers should be sure that oil in the base of the engine is changed as set forth in the instruction book and that the engine is never started without making sure first that the base is full of oil.

ACCOUNTING

War Savings Certificates

Postmasters who issue cheques to cover remittances must issue a separate cheque for remittances on War Savings account. Under no condition should a cheque include a remittance for War Savings with remittance on other accounts.

Remittances for War Savings Certificates and Stamps must be placed in a separate envelope and marked on the outside "War Savings Certificates" or "War Savings Stamps" as the case may be.

Suspension of Money Order Service with Malay

The Money Order service (ordinary and Telegraph) with the Malay States and the Straits Settlements is now suspended Money Orders should therefore no longer be issued for payment in Singapore.

The Money Order service with the Gilbert and Ellice Islands (including Fanning Island) and Nauru (Pleasant Island) are also suspended.

Stolen U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Amelia, Ohio. ... . 156,601 to 158,000

The above Money Orders, if presented at a Newfoundland Office, must not be paid.

TELEGRAPHS

Aircraft Detection Corps Observers

All telegrams from Observers to the Aircraft Detection Corps should bear the Observer's name in addition to the grid number. The special attention of all Observers should be directed to this instruction.

Bills for Line Repair Work

Shown below is a specimen of Form 1246 referred to on page 1120 of the Post Office Circular of the 26th February, 1942, in connection with the payment of bills for line repair work.

DEPARTMENT POSTS AND TELEGRAPHS Form 1246
MAINTENANCE DEPARTMENT
CASUAL REPAIRS.
Statement of work performed

Number of men engaged .....
Number of poles cut .....
New poles put up .....
Poles reset or fastened .....
Broken insulators replaced .....
Broken brackets replaced .....
Number of breaks connected .....
Shores attached .....
Trees cut from the line .....

State cause of interruption or necessity for expenditure here:—

I certify that the above is a correct report of the work done on the ..... (Telegraph or Telephone) line between ..... and ..... in the month of ..... 194 ..... for which bills to the amount of $ ..... are attached.
Order No Signature of man in charge of repairs .....
Station ..... Signature of Operator or P.M. .....
Date ..... 19 .....

A statement of work performed showing details as per this specimen, signed by the man in charge of repairs and the Postmaster must accompany all bills for work on lines. A supply of these forms should be carried by all telegraph offices and where a shortage of them occurs a substitute copy of the form must be made when required.

Telegraph Traffic February

Class	1941	1942	Increase	Decrease
Paid telegrams (includes Priority)	31,949	39,002	7,053	.....
Priority	2,402	3,945	1,543	.....
Phono-telegrams	1,096	1,397	301	.....
Total paid traffic	33,045	40,399	7,354	.....
Deadhead and Service messages	5,759	4,706	.....	1,053
Telegram equivalent Public despatch	3,260	2,530	.....	730
Total traffic	42,064	47,635	5,571	.....

Inter Empire Rate
(via Imperial)

The Inter Empire flat rates will apply to Kamaran Island as from April 1st next.

Full rate ..... .30c. Code rate ..... .20c.

Rate sheets should be altered accordingly.

POST OFFICE CIRCULAR.

THURSDAY, 9th APRIL, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the War are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Burin ..... Miss Marjorie Ross to be Messenger Assistant as from the 26th March, 1942.

PROMOTION

Bonne Bay ..... Miss May Kennedy, Assistant, to be Acting Postmistress as from the 30th March, 1942.

TRANSFERS

Gander ..... Mr. Reginald Fallon, Head Messenger, Telegraph Delivery, has been transferred to Gander as Assistant, effective 27th March, 1942.

RESIGNATIONS

Bonne Bay ..... Mr. J. A. Follett, Postmaster, effective the 29th March, 1942.
Burin ..... Mr. George Ross, Messenger, effective the 25th March, 1942.
Lomond ..... Miss Bella Reid, Postmistress and Telephone Attendant, effective 30th April, 1942. (Vacancy advertised locally).
Petty Harbour ..... Mrs. J. Bidgood, Postmistress, effective the 30th April, 1942. (Vacancy advertised locally).

BIRTH CERTIFICATES REQUIRED ON APPOINTMENTS

The notice appearing on page 1128 of the Post Office Circular is again repeated:—

"With reference to the notice appearing on page 1106 of the Post Office Circular of the 5th February, 1942, it is essential that all new appointees forward a birth certificate as soon as possible to this office in order that the date of birth may be entered in the staff records. These certificates will be returned as soon as they have been entered on the records and checked by the Auditor. It is in the interest of new officials

that the date of birth be verified as it will eliminate considerable difficulty later on in connection with applications for superannuation allowances, etc.

"If, however, it is impossible to obtain a Birth Certificate, every effort should be made to produce a Baptismal Certificate, and if that too, for any reason, is impossible, they should furnish a sworn declaration; a specimen is shown on page 997 of the Post Office Circular of the 31st July, 1941

MAILS

International Reply Coupons

With reference to the notice under the above heading which appeared in the Post Office Circular of the 5th February, 1942, on page 1106, it should be noted that the following countries should be added to the list of countries whose International Reply Coupons must not be exchanged

Macao.
Netherlands East Indies.
Malay (which includes Federated and Unfederated Malay States).
and Straits Settlements (including Singapore).

Inflammable Material Not To Be Sent Through Mail

It has recently come to notice that matches and other inflammable material have been enclosed in parcels. This is contrary to postal regulations and Postmasters should endeavour to bring to the notice of the public whenever possible that matches, lighter fluid and other inflammable material must not be sent through the mail. There is every possibility that serious damage may be caused to the mail through the disregard of this regulation.

It is suggested that a notice should be posted on the public side of the office to this effect

SEMI-ANNUAL STATISTICS

The following was telegraphed on Monday, the 30th March, 1942:—

"To all Offices:

The attention of all offices is directed to the Post Office Circular dated the 12th March, in which they are notified that commencing on Wednesday, the 1st April, and continuing throughout the month of April, statistics are to be taken of all classes of Post Office work.

(Signed) Assistant Secretary."

AIRGRAPH SERVICE

Newfoundland is now linked by Airgraph Service with the Forces in the Middle East, and it is possible to send Airgraph messages from this country to Newfoundland, Canadian, British or Allied Troops in that theatre of War. Such messages are sent in original form to London, England, whence they are transferred by British Airgraph to their destination.

CONSERVE FOR VICTORY—WE MUST ECONOMIZE

The successful prosecution of the World-wide struggle demands that the wartime needs of our country be given our first consideration. Materials, equipment and money must be made available for ESSENTIALS and this endeavour must rightfully be considered a most important and urgent requirement of to-day. To make available the materials and funds requires the prac-

tice of the strictest economies from all sources, so that they may be diverted towards Newfoundland's war effort.

The Postal Service, because of the very nature of its World-Wide service is essentially a great user of material and supplies. The requirements for wartime needs, therefore, challenge every single member of the Newfoundland Post Office Department to "Conserve for Victory."

This can be effected by economizing most rigidly wherever and whenever possible, to make the much needed materials, supplies, etc., available for our war industries or to make the funds which might otherwise have been expended in purchasing new Postal equipment and supplies, available for Newfoundland's War Chest.

Such conservation entails a conscientious effort by every member of the Service and, moreover, intelligent and unremitting co-operation so that the greatest savings, consistent with the maintenance of smooth and efficient Postal Service may be carried out.

There is no one in Newfoundland's Postal Service who cannot play his or her part effectively and give genuine assistance to the united effort. To practice wartime economy conscientiously requires careful study and planning. Every phase of the problem of how to keep supplies down to a minimum should be given careful attention—it is a personal duty for each individual employee. Consideration could be devoted with advantage to such subjects as how best to reduce the use of fuel, light, etc and to keep all mechanical equipment in good repair, and thus save replacement or heavy repair bills later.

Every member of the Newfoundland Post Office should remember that it is his duty to comply with the spirit, as well as the letter, of all suggestions put forward by the Government to this end, and while faithfully carrying out all suggestions, should use intelligent initiative in devising new ways and means of assisting in the general campaign.

The appeal for the stricest economy merits the same wholehearted response from all Postal personnel that they have given to other patriotic endeavours since the outbreak of the war.

"BUY WAR SAVINGS CERTIFICATES AND STAMPS"

CENSORSHIP OF INTERNATIONAL MAIL

The following rules are issued for the guidance of persons corresponding with foreign countries and it is requested that Postmasters and postal employees familiarize themselves with these regulations that patrons may be advised and helped in these matters.

1. Postal communication with enemy or enemy occupied countries is illegal, and will not be permitted, except:—
   (a) Through the agency of the Red Cross, which will transmit short messages of a personal nature.
   (b) Communications with prisoners of war.
2. In order to make the censorship of international mail as effective and economical as possible, the public is earnestly requested to conform to the following rules in regard to correspondence with persons in foreign countries, other than enemy or enemy occupied countries:
   (a) The name and full address of the sender must be stated both on the outside of envelope and in the letter itself.
   (b) Correspondence should be in English if possible, the letters should be legible, clear, and brief. Avoid use of abbreviation, nicknames, phrases or codes in place of customary reference or descriptions of any person, firm, location, or other information.
   (c) If English is not used the name of the language should be written in English on the face of the envelope.
   (d) No mention should be made of defense matters, shipping or weather conditions

(e) Firms and individuals should refuse to act as intermediaries or agents for the receipt and transmission of postal correspondence on behalf of persons in foreign countries.

(f) A member of the Army corresponding with foreign countries will not give the name of his post, camp or station, but should give as his address the address of a relative or friend in this country who would be willing to send on any letters received for him.

TELEGRAPHS

Collect Messages for the United States

The United States censorship regulation prohibiting the acceptance of collect messages for the United States or any of its territorial possessions, notice of which appears on page 1136 of the Post Office Circular, has now been removed and collect messages may again be accepted.

Redirection of Telegrams

The regulation providing for the redirection of telegrams destined to places outside Newfoundland, by the redirection instructions being transmitted on telegrams as service indications and/or instructions being recorded at the office of destination or furnished at the address at which the telegram was first presented, has been suspended for the duration of the war. In effect this means that only the original address can be accepted and in event of non-delivery no other address may be substituted for the purpose of re-forwarding.

Easter Greeting Service to the United States

An Easter Greeting Service of telegrams of senders own composition was available from Newfoundland to the United States from the 2nd to the 6th April, 1942.

Rate: 80c. including tax for fifteen words or less and .04c. for each word in excess of fifteen.

POST OFFICE CIRCULAR.

THURSDAY, 16th APRIL, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. John's Telegraph Instrument Room ..	Mr. Patrick Byrne to be temporary Operator as from the 1st April, 1942.
St. John's Telegraph Instrument Room ..	Mr. Cyril Middleton to be temporary Teleprinter Operator as from the 1st April, 1942.
St. John's Telegraph Instrument Room .	Mr. Fred Carter to be temporary Teleprinter Operator as from the 1st April, 1942.
St. John's Telegraph Instrument Room .	Mr. Robert Parsons to be temporary Clerk as from the 1st April, 1942.
St. John's Telegraph Instrument Room	Miss Mary O'Brien to be temporary Teleprinter Operator as from the 1st April, 1942.
St. John's Telegraph Instrument Room	Miss Frances Pike to be temporary Teleprinter Operator as from the 1st April, 1942.
St. John's Telegraph Instrument Room .	Miss Blanche Butler to be temporary Teleprinter Operator as from the 1st April, 1942.
St. John's Telegraph Instrument Room	Miss Jean March to be temporary Teleprinter Operator as from the 1st April, 1942.
St. John's Telegraph Instrument Room ..	Miss Margaret Hogan to be temporary Teleprinter Operator as from the 1st April, 1942.
St. John's Telegraph Instrument Room ..	Miss Gertrude O'Brien to be Learner as from the 1st April, 1942.
St. John's Telegraph Instrument Room .	Miss Hannah Price to be Learner as from 1st April, 1942.
St. John's Telegraph Delivery	Miss Anne Pascoe to be temporary Telephonist as from the 2nd April, 1942.
St. John's Telegraph Instrument Room .	Mr. Howard Clarke to be Learner as from the 1st April, 1942.
Administration Branch	Miss Doris Easterbrook to be temporary Stenographer as from the 1st April, 1942.
Administration Branch	Miss Dorothy Harvey to be temporary Stenographer as from the 1st April, 1942.
St. John's General Post Office	Miss Margaret Dunne to be temporary Grade III Clerk as from the 1st April, 1942.
St. John's General Post Office	Miss Mary Tobin to be temporary Counter Clerk as from the 1st April, 1942.
St. John's General Post Office	Miss Dallas Rose to be temporary Counter Clerk as from the 1st April, 1942.
St. John's General Post Office .	Miss Margaret Davis to be temporary Counter Clerk as from the 1st April, 1942.

St. John's General Post Office .....Miss Jean Squires to be temporary Counter Clerk as from the 6th April, 1942.

St. John's General Post Office ....Miss Ruth Parsons to be temporary Counter Clerk as from the 1st April, 1942.

PROMOTIONS

St. John's General Post Office .. .. ..Mr. Charles Green, Letter Carrier, to be temporary Assorter as from the 1st April, 1942.

St. John's General Post Office .....Mr. Gordon Perchard, Letter Carrier, to be temporary Assorter as from the 1st April, 1942.

St. John's General Post Office .. ..Mr. William Noseworthy, Letter Carrier, to be temporary Assorter as from the 1st April, 1942.

TRANSFER

Account Branch, Head Office .....Mr. Alfred Rees, Clerk, Telegraph-Delivery, to be Grade III Clerk, Accounts Branch, as from the 1st April, 1942.

VACANCY

Cape Broyle .....Applications addressed to the Secretary will be received up to the 25th April, 1942, for the position of Postmaster and Operator. Salary $420.00 per annum, plus War Bonus.

MISTREATMENT OF MAIL BAGS

Many of the empty mail bags when returned to the General Post Office, St. John's, are received in a very unclean condition, in fact some of them are in such a condition as to be almost unfit for further use.

There is evidence to show that these bags are used for purposes other than those for which they are supplied; this applies especially to the small white bag marked "R" in red provided for the despatch of registered mail only, but the suspected irregular and careless usage is not confined entirely to that class of bag. The larger bags (blue and white stripe) are not as a rule taken proper care of.

All officials of this Department, whose duty demands that they handle mail bags, are reminded that these bags are an expensive necessity and, therefore, must be handled with reasonable care. Under no circumstances must they be used for any purpose other than as containers for the conveyance of mail; mail bags must not be allowed into the hands of members of the public.

Postmasters at offices with courier connections should see that contractors for the conveyance of mails observe these instructions and that any irregularity relative thereto is reported immediately to the Secretary.

All Postmasters, and especially those in charge of distribution offices are again instructed to make sure that all mail bags are emptied by turning them inside out.

MAIL FOR NEWFOUNDLAND-LABRADOR

The final despatch of mails for the Winter season from Newfoundland to Newfoundland-Labrador will be made on the 16th April, 1942. After that date mails for Newfoundland-Labrado will be held at St. John's for despatch by steamer after navigation opens.

ACCOUNTING

Money Order Transfers

Postmasters are reminded that when issuing Money Orders to cover telegraph transfers, it is

most important to have the words "Telegraphed Order" written across the face of the Money Order; this also applies to Orders covering transfers on Great Britain, thereby enabling the staff at Head Office to distinguish a cable from an ordinary order.

Money Orders Issued on the United Kingdom

The attention of Postmasters is drawn to instructions appearing on page 1087 of the Post Office Circular of the 1st January, 1942, regarding the revised arrangements for Money Orders issued on the United Kingdom.

Paragraph 2 states:

> "The complete Money Order (Money Order and Coupon-Advice) will be sent to Accounts Branch, G.P.O., the coupon advise section only should be filled in with the full address of payee and other particulars shown. The Money Order section may be left blank to save time and also readily to identify it from telegraphed Money Orders. It should preferably be sent under separate cover."

Some Postmasters are still following the old system of handing the Order to the remitter and sending the advice to Head Office. This is incorrect and causes serious delay in effecting payment of the Order and must be discontinued forthwith.

NOTE—Order and Advice must be sent to Head Office.

Stolen U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Yonkers, Nepera Park Sta., N.Y. .. .. 10624 to 10800 inclusive

The above Money Orders, if presented at a Newfoundland Office, must not be paid.

TELEGRAPHS

Community Telephone Lines

This Department has taken over the maintenance of its community lines for the duration of the war with the following exceptions:—

The line between Angels Cove and Cuslett connecting the Placentia and Branch sections.

The line from St. Joseph's towards Riverhead, St. Mary's, to the point where the Mall Bay and Graven Bank telephone lines connect with the line to St. Mary's.

The connecting line between Great Braha and the Griguet section.

As it is of the utmost importance that communicaion with all points be maintained at this particular time interruptions must be reported and attended to immediately.

Students at Outport Offices

The qualifications required of persons making application to study telegraphy at Outport Offices are:—

1. The applicant must be over 15 and under 21 years of age.
2. The applicant must have at least Grade VIII education.
3. The applicant must be in good health with no physical disability.
4. The applicant must be recommended by two reliable persons as to his or her character.

There have been numerous applications received at this office from persons who do not have the necessary qualifications. Postmasters, who have been approached by persons who wish to learn telegraphy, should inform them that unless they have the qualifications desired it is useless to make application to Head Office.

Telegraph Traffic March

Class	1941	1942	Increase	Decrease
Paid telegrams (includes Priority)	39,372	49,513	10,141	
Priority	2,910	6,269	3,359	
Phono-telegrams	1,296	1,498	202	
Total paid traffic	40,668	51,011	10,343	
Deadhead and Service messages	5,566	5,458		108
Telegram equivalent Public Despatch	3,410	3,580	170	
Total traffic	49,644	60,049	10,405	

Delivery of Telegrams at St. John's and Larger Towns

Attention is drawn to the following which appears on page 1104 of the Post Office Circular of the 29th January, 1942:—

"There has been considerable difficulty in the delivery of telegrams in St. John's and larger towns owing to the omission of a street address. There are a number of persons of similar name in the city of St. John's and considerable delay will be avoided by requesting the sender of a message to give a definite street address.

"It should be pointed out that this precaution is essential to ensure prompt delivery. Wherever possible the message is transmitted by telephone from Head Office where the telephone delivery system is used.

"The attention of all Postmasters is directed to the recent instructions issued in this connection. If the message is an answer to a previous message this fact should be shown after the check, thus: 'In ans. yours date' or 'Yours yesterday' as the case may be.

"The attention of the public should be directed to these instructions and their co-operation requested in this connection.

"Telegrams for St. John's not bearing a full and complete address will be accepted at the sender's risk. Senders must, of course, be notified to this effect when filing such telegrams. Advices of non-delivery will not be given with respect to such telegrams."

The above notice should be neatly copied and posted on the public side of the office.

POST OFFICE CIRCULAR.

THURSDAY, 23rd APRIL, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

OBITUARY

The Department regrets to announce the following deaths:—

Mrs. C. W. Dawe, Postmistress and Telephone Attendant at Cupids, on the 8th April, 1942. Mrs. Dawe entered the service on the 1st August, 1925.

Mrs. Abram Vokey, Telephone Attendant at Little Harbour, Trinity, on the 31st January, 1942. Mrs. Vokey entered the service on the 10th May, 1939.

APPOINTMENTS

Port Blandford ..... Miss Myrtle Oldford to be Postmistress and Operator as from the 7th April, 1942.

Change Islands ..... Miss Beatrice White to be Messenger as from the 1st April, 1942.

Deer Lake ..... Mr. Allan Hewlett to be Messenger as from the 1st April, 1942.

Marquise ..... Mr. George Ross to be Assistant as from the 4th April, 1942.

TRANSFER

Bonne Bay ..... Miss Josephine Pynn, Postmistress and Operator, Port Blandford, to be Assistant Bonne Bay as from the 10th April, 1942.

WAR BONUS

There appears to be some misunderstanding on the part of some officials who are in receipt of salaries from $36.00 to $300.00 per annum, as to the notice on page 1102 of the Post Office Circular with reference to the War Bonus.

The revised regulations specifically states that the War Bonus would be twenty-five per cent of the actual salary received, subject to the proviso that the Bonus would not be less than that which was granted prior to the 1st January, 1942, and, that no payment would be in excess of double that which was paid prior to the 1st January, 1942.

Some officials are under the impression that the Bonus granted on the 1st September, 1941, should be paid in addition to the revised Bonus of the 1st January, 1942 This is not so The Bonus granted on the 1st September was, in effect rescinded and a new rate of Bonus was introduced as from the 1st January

There have been also numerous letters from officials on the scale mentioned above who state that their salaries for the month of March had been decreased as compared with the salaries paid in February. It should be noted that the January salary included War Bonus at the rate paid prior to the 1st January as the authority to pay the War Bonus under the revised regulations was received too late to make the necessary adjustments on that month's salary. The difference due from January Bonus was added to the February salary, thus making February salary slightly higher than March, but there has been no decrease in salaries.

Officials who are paid on a quarterly salary found that the December quarterly cheque was greater than the March quarter and as a result thought there had been a decrease. The difference in these two cheques is due to the fact that there had been a balance due from September for War Bonus and this was added to the December quarterly cheque.

Officials should take special notice of the above explanation and should desist from corresponding with Head Office on this matter.

MAILS

Cessation of Winter and Commencement of Summer Courier Service

Postmasters at the offices concerned should note the cessation of Winter Courier Services and the commencement of Summer Courier Services as indicated below:—

ROUTE 1

Winter Service to cease.

(a) Holyrood to Salmonier.
(b) Salmonier to St. Mary's.
(c) Salmonier to Colinet.

The last trip over routes (a) and (b) will be made on Thursday, the 30th April, and route (c) on Friday, the 1st May.

Summer Service to commence.

(a) Holyrood to Colinet.
(b) Salmonier to St. Mary's.

The first trip will be made on Tuesday, the 5th May, and each Tuesday and Thursday thereafter until further notice The mails for the above routes will be despatched from St. John's 8.20 a.m. Tuesdays and Thursdays.

ROUTE 2

Winter Service to cease.

(a) Whitbourne to Green's Harbour.
(b) Green's Harbour to Heart's Content
(c) Heart's Content to Carbonear.
(d) Heart's Content to Brownsdale.

The last trips over routes (a) and (b) will be made on Monday, the 27th April; Route (c) on Wednesday, the 29th April; and route (d) on Thursday, the 30th April.

Summer Service to commence.

(a) Heart's Content to Whitbourne.

The first trip will be made on Friday, the 1st May, and each Monday and Friday thereafter.

(b) Heart's Content to Carbonear and Brownsdale.

The first trip will be made on Wednesday, the 6th May, and each Wednesday thereafter. The Courier will take mail for Victoria.

(c) Heart's Content to Brownsdale.

The first trip will be made on Saturday, the 2nd May, and each Tuesday and Saturday thereafter. Mails for routes (a) and (c) will be despatched from St. John's by the express trains Sundays and Thursdays and for route (b) by the Carbonear train Tuesdays.

ROUTE 3

Winter Service to cease.

(a) Carbonear to Ochre Pit Cove.
(b) Ochre Pit Cove to Old Perlican.
(c) Old Perlican to Grates Cove.

The last trip will be made on Thursday, the 30th April.

Summer Service to commence.

(a) Carbonear to Grates Cove.

The frist trip will be made on Monday, the 4th May, and each Monday and Thursday thereafter. The Courier will also take mail for Victoria.

ROUTE 4

Winter Service to cease.

(a) Normans Cove to Railway

(b) Bellevue to Railway

The last trip will be made on the 24th April

Summer Service to commence.

(a) Whitbourne to Bellevue.

The first trip will be made Friday, the 1st May. Mails will be despatched from St. John's by the express train Thursdays.

ROUTE 5

Winter Service to cease.

(a) Clarenville to Britannia.

(b) Britannia to Deer Harbour.

(c) Milton to Burgoynes Cove.

The last trip will be made on Monday, the 27th April.

Summer Service to commence.

(a) Clarenville to Hickman's Harbour.

(b) Milton to Thoroughfare.

(c) Thoroughfare to Deer Harbour.

The first trip will be made on Monday, the 4th May. Effective from Monday, the 27th April, mails for Petley, Lower Lance Cove, Britannia, Thoroughfare and Deer Harbour will be despatched **via Milton.** Mails for those routes will be despatched from St. John's by the express trains on Sundays.

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during December, 1941

Office	No. of Errors	No. of Money Orders Paid and Issued during December, 1941
Aguathuna	5	142
Argentia	20	1108
Avondale	7	95
Badger	5	176
Bell Island Mines	9	1007
Bishop's Falls	7	318
Bonavista	7	590
Botwood	8	884
Brigus	7	257
Buchans	11	1302
Burgeo	5	256
Cape St. George	4	46
C.A.P.O. No 1	6	601
Catalina	7	271
Chance Cove	4	37
Channel . .	4	697
Corner Brook	18	1693
Fortune Harbour	7	152
Fox Harbour	5	126
Gambo	19	332
Gander	23	1195
Gooseberry Cove	4	69
Grand Falls .	4	1672
Grates Cove	5	102
Haystack	4	29
Hodges Cove	5	67
Holyrood . .	4	102
Howley	4	265

Lethbridge	5	113
Lewisporte	8	421
Long Harbour	8	63
Milton	4	103
Moreton's Harbour	4	93
Musgrave Harbour	4	74
New Perlican	7	71
Norris Arm	8	238
Placentia	5	461
Pool's Cove	6	50
Port au Port	9	307
Port Blandford	4	178
Robert's Arm	4	44
St. Brendan's	4	106
St. Jacques	4	83
St. John's East	6	1949
St. John's General	11	7413
St. John's West	6	229
St. Kyran's	5	71
Sandy Point	4	130
Victoria	4	95
Whitbourne	6	178

Total No. of Orders issued during December	34,106
Total No. of Orders Paid during December	18,042
	52,148
Total Number of Errors	593
Percentage of Errors	1.14
i.e. approximately 11 errors for each 1,000 Orders issued and paid.	
Total Number of Figure Errors	480
Percentage of Figure Errors	92
i.e. approximately 9 errors for each 1,000 Orders issued and paid.	

TELEGRAPHS

Telegrams for Java and Christmas Island (Malay)

Information has been received that the telegraph service with Java and Christmas Island (Malay) has been suspended. Postmasters will please take note.

Change of Routing

As from the 27th March, the following changes in routing were effective:—

Buchans and Millertown via Grand Falls instead of St. John's.

Botwood and Bishop's Falls via St. John's instead of Grand Falls.

POST OFFICE CIRCULAR.

THURSDAY, 30th APRIL, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officers who receive acting promotion.

APPOINTMENTS

North Sydney Assorting Office ..... Mr. Howard Ferguson to be temporary Assorting Clerk as from the 16th April, 1942.

RESIGNATIONS

Presque ..... Mr. Michael Ryan, Postmaster and Telephone Attendant, effective 30th April, 1942.

North Sydney Assorting Office ..... Mr. D. Ferguson, Jr., Assorting Clerk, has resigned to enlist in the Canadian Forces, effective 15th April, 1942.

St. John's East End Post Office ..... Miss Florence Grouchy, Clerk, effective the 17th April, 1942.

St. John's East End Post Office ..... Miss Catherine French, Clerk, effective the 26th April, 1942.

St. John's West End Post Office ..... Miss Helen Jackman, Postmistress, effective the 18th April, 1942.

St. John's G.P.O. ..... Mr. D. Hart, Letter Carrier, effective the 18th April, 1942.

OFFICE OPENED

Freshwater, P.B. ..... A Money Order Telegraph Office was opened at Freshwater, P.B., on the 22nd April, 1942. Postal facilities have been withdrawn from the Railway Office at Jerseyside and all matters will now be handled at Freshwater. The telegraph call letters are "AN"

WAR BONUS

Special attention is drawn to the notice with reference to the War Bonus for officials in receipt of salaries from $36.00 to $300.00 per annum. This notice appeared on page 1149 of the Post Office Circular of the 23rd April, 1942.

There has been considerable increase in the correspondence on this matter during the past week. This causes unnecessary work at Head Office. The explanation to all enquiries is given on the above mentioned page of the Circular.

LEAVE

The instructions appearing on page 1070 of the Post Office Circular of the 4th December, 1941, are repeated as it is apparent that they are being disregarded in some cases:—

"The following rules concerning absence from duty must be observed by all officials:—

1. No official must absent himself from duty without first receiving permission from Headquarters. An Assistant or Messenger must apply for leave of absence through the Postmaster in charge of his office.
2. Should severe illness render it impossible to comply with the above rule Headquarters should be advised by telegram of the official's absence.
3. Applications for leave should be addressed to the Secretary. The Staff Clerk must be advised when leave commences and when the official resumes duty.
4. In all cases of sick leave a certificate should be furnished. If no Doctor or Nurse is available the certificate should be signed by a Clergyman or two responsible citizens. The nature of the illness should be stated.

MAILS

ADDRESSING OF MAILS

The attention of Postmasters is again drawn to the notice which was sent to all offices in the Public Despatch of the 7th October and which appeared on page 1049 of the Post Office Circular of the 30th October, 1941.

A large number of letters posted since the issue of that notice have been received without the return address of the sender. It is appreciated that in the case of ordinary letters it is not always possible for Postmasters to insist that the return address be shown as a large percentage of such letters is dropped in a letter box without being seen by the Postmaster. This does not, however, apply in the case of registered letters which must be passed to the Postmaster or to some official in the office. Before accepting a letter to be registered the Postmaster should insist that the return address of the sender be shown on the cover.

TRAIN SCHEDULES

The following Railway Summer Schedule came into effect on the 26th April, 1942:—

EXPRESS

Westbound:—Express trains leave St. John's 5 p.m. and 6 p.m. Sundays, Tuesdays and Thursdays.
Arrive Port Aux Basques 7 p.m. and 8 p.m. Mondays, Wednesdays and Fridays.

Eastbound:— Leave Port Aux Basques 8.30 a.m. and 9 a.m. Sundays, Wednesdays and Fridays.
Arrive St. John's 10.00 a.m. and 10.45 a.m. Mondays, Thursdays and Saturdays.

CARBONEAR BRANCH

Leaves St. John's	8.20 a.m. Tuesdays, Thursdays and Saturdays.
Arrives Carbonear	1.20 p.m. Tuesdays, Thursdays and Saturdays.
Leaves Carbonear	3.20 p.m. Tuesdays, Thursdays and Saturdays.
Arrives St. John's	8.10 p.m. Tuesdays, Thursdays and Saturdays.

ARGENTIA BRANCH

Leaves St. John's ... .9.00 a.m. Daily except Sundays.
Arrives Argentia ... .1.35 p.m. Daily except Sundays.
Leaves Argentia ... .4.40 p.m. daily except Sundays.
Arrives St. John's ... .9.45 p.m. daily except Sundays.

BONAVISTA BRANCH

Leaves Clarenville ... . 7.00 a.m. Monday (after the arrival of Westbound and Eastbound express trains)
Arrives Bonavista ... .11.45 a.m. Mondays.
Leaves Clarenville ... .12.30 a.m. Friday (after the arrival of Thursdays Westbound Express).
Arrives Bonavista ... . 6.55 a.m. Fridays.
Leaves Bonavista ... . 1.00 p.m. Tuesdays and 7.30 p.m. Fridays.

PARCEL POST TO AUSTRALIA AND NEW ZEALAND

Parcels for Australia and New Zealand will be despatched via the United States in future. Such parcels should be legibly marked "Via U.S.A." and will be forwarded to Vancouver to be included in the parcel mails which will be made up by that office to be forwarded via the United States, as opportunity offers.

All parcels for Australia and New Zealand should be prepaid at the rates applicable for the United States route.

TELEGRAPHS

Deposit Must Be Made For "Collect" Telegrams

Attention is drawn to the following instructions issued May 1st, 1934:

"Parties offering collect telegrams must in future deposit with the accepting clerk or operator the cost of transmission. This deposit will be refunded to the sender after sufficient time has elapsed to indicate that the telegram has been duly delivered. Prompt notice must be sent to the office of origin by the receiving office of non-delivery or inability to collect. Operators failing to comply with this instruction may be charged with the cost of the telegram. Non-delivery will not necessarily be sufficient cause for refunding a deposit unless it is definitely proved that it was caused through fault of the Department. This instruction does not refer to messages sent by persons duly authorised to use the 'Collect' service for the purpose of sending messages for Departments of Government."

Checking of Telegrams At Time of Acceptance

Telegrams must be carefully read by the Acceptance Clerk at the time of acceptance to see that they are understandable and to obtain information from the sender of any doubtful or badly written words or figures. A telegram containing obvious errors must not be held at the office of acceptance if the sender cannot be got in touch with immediately but must be forwarded "subject to correction."

Telegrams containing obvious errors or wrong checks should not be held for correction at any point in transmission or at the office of destination, but must be forwarded "subject to correction" and delivered forthwith. The office making the notation "Subject to correction" should send a service message immediately to the office of acceptance in connection with the doubtful points in the telegram.

Expeditionary Force Messages (EFM)

This service is now available via Imperial to IRAQ and MUSCAT. Messages must be addressed "Middle East Force."

ACCOUNTING

Radio Licences

It is important that, when issuing Radio Licences, Postmasters should date stamp the **duplicate** as well as the original licence. In many cases the omission of the office date stamp on the duplicate has caused confusion at Head Office and results in incorrect entries being made in the records.

Issuing offices will please exercise greater care in future.

Stolen U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Fort Mitchell, Ala. .... 30,711 to 30,800
Lakeshore, Miss .... 18,945 to 19,000

The above Money Orders must not be paid.

Resumption of Money Order Service With Syria

Information has been received that the Money Order service with Syria has been resumed. Postmasters will make the necessary correction.

POST OFFICE CIRCULAR.

THURSDAY, 7th MAY, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

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APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

POST OFFICE ROLL OF HONOUR

The Secretary has learnt with deep regret that the following officers of the Post Office serving with His Majesty's Forces have been reported missing:—

Mr. A. J. Currie, Postmaster and Operator, Port Saunders, serving with the Royal Air Force, reported missing on the 17th April, 1942.

Mr. Arthur O'Connell, relief Official, serving with the Royal Navy, reported missing on the 12th January, 1942.

MAILS

Mail Lost By Enemy Action

Information has been received from the British Post Office to the effect that mail (letters and printed matter) posted in London area on the 5th February, 1942, has been lost as a result of enemy action.

Air Mails to Canada, U.S.A. and the United Kingdom

A regular daily Air Mail Service commenced on the 1st May between Newfoundland, Canada and the United States of America. Letters only will be conveyed by the new service. They must be clearly marked "AIR MAIL."

The postage rates to Canada and the United States will be 9c. for the first half ounce and 7c. for each additional half ounce.

The postage rate to the United Kingdom and European countries is 35c. for each half ounce.

Letters for conveyance by these services will be accepted at all Post Offices in Newfoundland and these should be prepaid at the foregoing postage rates.

Direct despatches by Air will be made from St. John's and Gander Post Offices daily except Sundays. All Air Mail for the United Kingdom and foreign countries should be despatched to St. John's, G.P.O., for onward transmission.

Registered letters will be accepted for transmission at .10c. additional to the above rates on each service.

All letters intended for Air Mail conveyance must be clearly so marked and where the small blue Air Mail stickers are available one should be affixed at the top left hand corner; otherwise the words **"Air Mail"** should be written along the top left hand corner of the envelope.

Air Mail letters should be despatched to the Railway Mail Car by all offices making up for the Mail Car and should be tied up with the bill but, of course, not entered.

The purpose of the Air Mail is speed and speed in communications in this country is very desirable and necessary. All Post Office Officials are, therefore, enjoined to give their close attention to the correct treatment of Air Mail letters in order that no avoidable delay is incurred.

Mail Car—Circulation

Air Mails will be dspatched from St. John's and Gander Post Offices daily. Postmasters making up despatches for the Mail Car have been instructed to tie up with the letter bill and mail marked and prepaid for Air Mail transmission. Assorters on the mail car should, therefore, make up a despatch on Gander to include all Air Mail letters received on each journey (1) from St John's westwards to Gander and (2) from Port-Aux-Basques eastwards to Gander. After passing Gander on the eastward journey all air mail letters should be made up on St. John's Head Office for treatment at that office immediately on arrival there.

After passing Gander on the Westward journey all Air Mail letters received in the Mail Car should be assorted in acordance with the circulation lists supplied from time to time, made up as instructed, labelled clearly "Air Mail" and handed over by the senior clerk on the Mail Car to the Mail Clerk on the Gulf steamer.

SCHEDULE

6.00 a.m.	Leave	Moncton	Arrive 5.15 p.m.
7.20 a.m.	Arrive	Sydney	Leave 3.50 p.m.
7.30 a.m.	Leave		Arrive 3.40 p.m.
11.15 a.m.	Arrive	Gander	Leave 2.50 p.m.
11.25 a.m.	Leave		Arrive 2.40 p.m.
12.20 p.m.	Arrive	St. John's	Leave 1.45 p.m.

AIR MAIL RATES

Due to the inauguration of the Air Mail Service between Newfoundland and Canada it has become necessary to revise the Air Mail Rates given on page 20 to 24 of the Postal, Telegraph and Cable Rates booklet. These rates should be cancelld and the following rates substituted:—

Country	Postage Rates per first half ounce	Additional half ounce
Anguilla	.35	.28
Antigua	.35	.28
Argentina	.70	.63
Australia	1.20	1.16
Bahamas	.25	.22
Barbados	.40	.36
Barbuda	.35	.28
Bermuda	.25	.22
Bolivia	.70	.63
Brazil	.70	.63
Canal Zone	.35	.28
Ceylon	1.20	1.12
Chile	.70	.63
China	1.20	1.07
Columbia	.55	.50
Costa Rica	.35	.28
Cuba	.25	.22
Curacao	.55	.50
Dominica	.35	.28
Dominican Republic	.30	.22

Ecuador	.55	.49
Egypt	1.20	1.16
Grenada	.35	.28
Grenadines	.35	.28
Guadeloupe	.35	.28
Guatemala	.30	.22
Guiana, British	.55	.49
Guiana, French	.55	.49
Haiti	.30	.22
Honduras, British	.35	.31
Honduras, Republic	.30	.22
India	1.20	1.16
Jamaica	.25	.22
Leeward Islands	.35	.28
Martinique	.35	.28
Mexico	.25	.22
Montserrat	.35	.28
Nevis	.35	.28
New Zealand	.85	.77
Nicaragua	.30	.22
Palestine	1.20	1.12
Panama, Republic	.35	.28
Paraguay	.70	.63
Peru	.55	.49
Philippines	.85	.77
Puerto Rico	.30	.22
Redona	.35	.28
St. Kitts	.35	.28
St. Lucia	.35	.28
St. Vincents	.35	.28
Salvador, El.	.30	.22
South Africa	1.45	1.43
Surinam	.55	.49
Tobago	.35	.28
Trinidad	.35	.28
Uruguay	.70	.63
Venezuela	.50	.43
Virgin Islands	.30	.22
Windward Islands	.35	.28

AIRGRAPH MESSAGES

Airgraph messages may now be accepted from personnel of the Royal Air Force, Royal Navy and British and Allied Armed Forces serving in Newfoundland, addressed to their families and friends in the United Kingdom. Messages may not be accepted from personnel of the Mercantile Marine in this connection.

TELEGRAPHS

Mother's Day Greeting Service to United States

Telegrams of senders own composition (XLT) will be accepted for the United States from May 4th to 11th, both dates inclusive.

RATE

.80 cents (which includes tax) for fifteen words or less and .04 cents for each words in excess of fifteen.

ACCOUNTING

Endorsement of Cheques

Due to the number of cheques received by the Cashier, Head Office, incorrectly endorsed, it has become necessary to repeat the instructions in this connection issue on page 1011 of the 21st August, 1941:—

> "Cheques are to be endorsed **exactly** as they are drawn. For example if a cheque is drawn in favour of 'John James Brown' it must be endorsed on the back 'John James Brown.' If the person concerned cannot write, he must put a cross (X) on the back of the cheque as his endorsement and two witnesses to his mark must sign their names and add their addresses on the back of the cheque. One of them should also write opposite the cross 'John James Brown—His Mark'.
>
> "Cases are not infrequent where the drawer of a cheque spells the name incorrectly of the person in whose favour the cheque is drawn, e.g., the name 'Piercey' might be spelt 'Piercy." In those cases the endorsement should show the full name exactly as it appears on the front of the cheque and underneath the correct name of the person concerned."

POST OFFICE CIRCULAR.

THURSDAY, 14th MAY, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. John's, G. P. O. ... .,Mr. John Peddle, Head Messenger, who was on Leave of Absence with the Overseas Forestry Unit, has returned to duty and has been temporarily appointed Assorter as from the 16th April, 1942.

Port Au Bras ... .Miss Mary Bennett to be Postmistress and Telephone Attendant as from the 1st May, 1942.

Witless Bay.... .... Mrs. M. S. Carew to be Postmistress as from the 1st May, 1942.

Presque ... .Mrs. Rita McCue to be Postmistress and Telephone Attendant as from the 1st May, 1942.

Petty Harbour.... ....Mrs. John Bidgood, who resigned as from the 30th April, has withdrawn her resignation and has been re-appointed as from the 1st May.

TRANSFERS

Topsail ... .Mr. Stephen Dicks, Assistant Topsail, has been transferred to the Department of Customs. He completed duties with this Department on the 30th April, 1942.

RESIGNATIONS

Bonne Bay.... ....Mr. Heber Roberts, Messenger, effective the 22nd April, 1942.

Botwood ... .Mr. William Gosse, Assistant, effective the 28th April, 1942.

St. John's, Head Office ... . Miss Agnes Dobbin, Grade III Clerk, effective the 30th April, 1942, on marriage.

CORRECTION

The Telegraph call letters for Freshwater, P.B., are "NA". The call letters for this office were inadvertently transposed on page 1153 of the Post Office Circular of the 30th April, 1942.

On Page 1145 of the Post Office Circular, the appointment of Miss Jean March was advertised. This should read Miss Elizabeth March.

BIRTH CERTIFICATES REQUIRED ON APPOINTMENTS

All officials receiving appointments are again reminded that a Birth Certificate and a certificate of medical fitness must be forwarded to the Staff Clerk as soon as possible after appointment.

LEAVE

The date leave commenced and the date of resumption of duty must be reported by all officials taking leave, whether for sick, annual or special leave, to the Staff Clerk. The failure to do this, causes inconvenience and delay and necessitates the transmission of unnecessary telegrams.

MAILS

WITHDRAWAL OF GRENFELL COMMEMORATIVE STAMPS

All five cent postage stamps of the Grenfell Commemorative Issue must be withdrawn from sale at all Post Offices at the close of business on Saturday, the 30th May, 1942. No Grenfell Commemorative Postage Stamps must be sold after that date under any circumstances. After the office has closed to the public on the 30th May, the Postmaster must collect together all Grenfell Commemorative Stamps in his office and make out, in duplicate, a list showing the number and the total value of the stamps. One copy of the list must be enclosed with the stamps in a Registered envelope addressed to the Accountant, "Stamps", G. P. O., St. John's, the other copy of the list must be kept on file.

Credit for the return of postage stamps should be claimed in the accounts to Head Office for the term ended the 31st May. Postmasters should immediately ensure that their stocks of the five cent "Caribou" are sufficient to meet demands from the 1st June, 1942, and, where they are not sufficient, a requisition for fresh supplies should be sent immediately to Head Office.

Mails Lost by Enemy Action

Information has been received that parcel mail despatched from London Area on the 5th February, 1942, for this country has been lost by enemy action.

Parcel Post to Australia and New Zealand

The notice to the effect that parcels for Australia and New Zealand would be despatched via the United States in future which was published in the Post Office Circular of the 30th April, 1942, page 1155, is cancelled.

FUEL 1942-43

Postmasters at Money Order Offices are requested to inform the Assistant Secretary by the 1st July, as to the amount of fuel requirements for their offices for the coming year on a form similar to the one printed below:—

FUEL

Amount of coal supplied 1941-42 .....

Amount of coal required 1942-43 .....

If no coal was supplied 1941-42 state the quantity and value of wood .....

Amount of wood required for 1942-43 .....

Amount of kindling wood supplied 1941-42 .....

Amount of kindling wood required 1942-43 .....

Can coal be purchased locally? .....

Date .....

.....
(Signature of P. M.)

[Offices supplied with one Circular must not cut this form from their Circular].

ACCOUNTING

Remittance of Cheques to Cashier or Bank

It is observed that the instructions issued on page 907 of the Post Office Circular of the 20th February, 1941, are not being observed. These instructions deal with the stamping of cheques with the office date stamp and are repeated:

"Postmasters who accept cheques in payment of Money Orders, Stamps, Duty, etc., do so at their own risk if the cheque has not been certified by the Bank on which it is drawn. A notice to this effect was published on page 160 of the Post Office Circular of the 19th August, 1937.

"When, however, cheques are accepted by a Postmaster and forwarded as part of his remittance to the Cashier, G.P.O., St. John's, or to the Bank, if the remittance must be made to the Bank, he should take great care that he **stamps the office name on the back of the cheque clearly with his office stamp.**

"This precaution is necessary to ensure the crediting of the cheque to the proper office. It also saves time at Head Office and at the Bank who have to write on the back of the cheque the office from which it came. This applies to all cheques, whether government or private."

Cheques Not To Be Passed As Change

The attention of all Postmasters is drawn to the fact that when a cheque is received at their office for payment of supplies, etc., it must not be passed over the counter as change. Cheques accepted by Postmasters from the public must invariably be deposited or forwarded to the Cashier, General Post Office, as part of their remittances.

Remittances

Postmasters are reminded that a remittance form must be enclosed with each remittance to the Cashier. If there are three or four remittances, each remittance must have a separate remittance form.

The remittances form must show all the necessary particulars, such as, the name of the office, date, amount of cash remitted and signature of the Postmaster (not initials) and the **account to which the remittance is to be credited.**

Stolen United States Postal Money Order Forms "Recovered"

The following United States Postal Money Order Forms have been recovered:

Fort Mitchell, Ala ... 30,711 to 30,800 inclusive

Stolen U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Braggs, Okla. ... 95,626 to 95,800 inclusive

Houston, (Sta2) Tex. ... 28,506 to 28,800 inclusive

The above Money Orders, if presented at a Newfoundland Office must not be paid.

TELEGRAPHS

Telegraph Traffic April 1942

	1941	1942	Increase	Decrease
Paid telegrams (includes Priority)	55,391	63,139	7,748	.....
Priority	3,644	7,654	4,010	.....
Phono-telegrams	1,265	1,671	406	.....
Total paid traffic	56,656	64,810	8,154	.....
Deadhead and Service messages	5,697	6,506	809	.....
Telegram equivalent public despatch	3,760	3,700	.....	60
Total traffic	66,113	75,016	8,903	.....

NOTES:—The figures for 1941 include 6,246 Easter Greeting telegrams at specially reduced rates. The increase in Deadhead and Service traffic is in a great part accounted for by the reports received for Aircraft Detection Corps.

SALES OF WAR SAVINGS STAMPS AND CERTIFICATES

Postmasters should note that any request which may be made to them by a responsible local party, e.g., local War Savings Official or Committee, regarding the total monthly or weekly sales of Savings Stamps or Certificates at his or her office, may be complied with without reference to the Secretary of the Department.

POST OFFICE CIRCULAR.

THURSDAY, 21st MAY, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Cupids ..... Miss Beulah Dawe to be Postmistress and Telephone Attendant as from the 18th May, 1942.

St. Anthony ..... Mr. Douglas Penney to be Seasonal Messenger as from the 14th May, 1942.

Topsail ..... Mr. E. Parmiter to be Teleprinter Operator as from the 1st May, 1942.

Rantem Harbour ..... Mrs. Patience Hollett, Telephone Attendant, who resigned on the 28th February, 1942, has withdrawn her resignation and has been re-appointed as from the 1st March, 1942.

St. John's Telegraph Delivery ..... Miss E. F. Dawe to be Telephonist as from the 8th May, 1942.

St. John's Instrument Room ..... Mr. H. Morrissey to be Learner as from the 1st May, 1942.

St. John's Instrument Room ..... Mr. Kevin Martin to be Learner as from the 1st May, 1942.

PROMOTIONS

St. John's, G.P.O. ..... Mr. J. J. Gibbons, Letter Carrier, to be temporary Assorter as from the 5th May, 1942.

RESIGNATIONS

Kilbride ..... Mr. S. M. Walsh, Postmaster, effective 31st May, 1942. (Vacancy advertised locally).

Little Catalina ..... Mrs. Wesley Johnson, Postmistress and Telephone Attendant, effective 5th June. (Vacancy advertised locally).

Westport ..... Mr. Stanley Jacobs, Postmaster and Telephone Attendant, effective 31st May, 1942. (Vacancy advertised locally)

Salvage ..... Mrs. Mary B. Hancock, Postmistress and Telephone Attendant, effective 15th June, 1942. (Vacancy advertised locally).

Kitchuses ..... Miss Bride Mahoney, Postmistress, effective the 5th June, 1942. (Vacancy advertised locally).

Mosquito, St. Joseph's ..... Miss Mary Lineham, Postmistress and Telephone Attendant, effective 31st May, 1942. Vacancy advertised locally).

OFFICE CLOSED

Lomond ..... The Money Order Telephone Office at Lomond was closed on the 9th May, 1942.

RELIEF OFFICIALS

With reference to the notice appearing on page 1129 of the Post Office Circular of the 19th March, 1942, it is requested that Postmasters at Telegraph offices endeavour to forward to the Staff Clerk the names of ex-officials in their vicinity who are willing to perform relief work during the leave period. It is possible that female operators who have left the service on marriage will be available for this work. The assistance of Postmasters in this connection would be greatly appreciated.

Postmasters, who have students qualified for relief work, are again requested to forward their names and qualifications to the Staff Clerk.

MAILS

Air Mail Reckoner

A reckoner for Air Mail rates was mailed to all offices with the Post Office Circular of the 14th May, and is published below for record purposes. This reckoner should be placed in a conspicuous place in the office for easy reference and should facilitate the compilation of the postage rates for air mail.

It should be noted that this reckoner applies to **Air Mail rates to Canada and the United States.**

Air Mail Reckoner

				Under	½	oz.	.09	cents
OVER	½	oz.	and	under	1	oz.	.16	cents
OVER	1	oz.	and	under	1½	oz.	.23	cents
OVER	1½	oz.	and	under	2	oz.	.30	cents
OVER	2	oz.	and	under	2½	oz.	.37	cents
OVER	2½	oz.	and	under	3	oz.	.44	cents
OVER	3	oz.	and	under	3½	oz.	.51	cents
OVER	3½	oz.	and	under	4	oz.	.58	cents
OVER	4	oz.	and	under	4½	oz.	.65	cents
OVER	4½	oz.	and	under	5	oz.	.72	cents
OVER	5	oz.	and	under	5½	oz.	.79	cents
OVER	5½	oz.	and	under	6	oz.	.86	cents
OVER	6	oz.	and	under	6½	oz.	.93	cents
OVER	6½	oz.	and	under	7	oz.	1.00	cents
OVER	7	oz.	and	under	7½	oz.	1.07	cents
OVER	7½	oz.	and	under	8	oz.	1.14	cents

OVER	8	oz.	and	under	8½	oz.	1.21	cents
OVER	8½	oz.	and	under	9	oz.	1.28	cents
OVER	9	oz.	and	under	9½	oz.	1.35	cents
OVER	9½	oz.	and	under	10	oz.	1.45	cents
OVER	10	oz.	and	under	10½	oz.	1.49	cents
OVER	10½	oz.	and	under	11	oz.	1.56	cents
OVER	11	oz.	and	under	11½	oz.	1.63	cents
OVER	11½	oz.	and	under	12	oz.	1.70	cents
OVER	12	oz.	and	under	12½	oz.	1.77	cents
OVER	12½	oz.	and	under	13	oz.	1.84	cents
OVER	13	oz.	and	under	13½	oz.	1.91	cents
OVER	13½	oz.	and	under	14	oz.	1.98	cents
OVER	14	oz.	and	under	14½	oz.	2.05	cents
OVER	14½	oz.	and	under	15	oz.	2.12	cents
OVER	15	oz.	and	under	15½	oz.	2.19	cents
OVER	15½	oz.	and	under	16	oz.	2.26	cents

Mail Bags

In spite of repeated notices, Postmasters continue to disregard instructions with regard to the return of mail bags. The instructions are again repeated:—

> "It is impossible to maintain an adequate supply of bags within the service unless empty bags are returned promptly to the office from which they were received. Mail bags should never be hoarded at an office or used for any purpose except the lawful one. Certain of the larger offices are permitteed to keep a reserve supply of mail bags for their needs but this reserve should not be exceeded without proper authority."
>
> "In view of the increasing mails which are being despatched from St. John's, and the additional supplies which are required daily to meet the needs of the service, Postmasters are urgently requested to forward to the General Post Office, St. John's, by every available mail, empty mail bags at their offices that are not required for immediate use."

A case has recently come to notice where a Postmaster advised Head Office that he had one hundred mail bags at his office and was waiting for instructions to forward them to the General Post Office. This office did not have a reserve of mail bags and should have returned them as instructed from time to time. Disregard of instructions such as this has seriously depleted the supply and has caused inconvenience at the General Post Office.

STORES

Return of Unused Equipment to Head Office

Attention is again drawn to the necessity for returning unused equipment to the Controller of Stores without delay. Excessive line material and tools, telephones, telegraph and wireless apparatus and empty gasoline drums, should be sent in immediately.

Wireless equipment should be returned by express.

Telephones should be returned by freight.

Postmasters at Telegraph Offices should see that all telephones on their circuit, that are not in use, are returned to the Postal stores immediately. This instruction must be strictly observed.

Stores Receipt Cards

It has come to notice that a number of officials are dilatory in returning Stores Receipt Cards, Form No. 1300. These cards are issued for the purpose of obtaining receipts from offices for goods supplied from the Stores section. For record and auditing purposes it is essential that all such cards should be returned to the stores section properly filled in immediately upon receipt of goods.

These cards are not to be carried in stock at offices. The procedure is as follows:—When the Stores section supplies articles, such as, scales, stoves, clocks, etc., a card is filled out and mailed to the Postmaster. This card serves the double purpose of a notice to the Postmaster that the goods mentioned on it have been shipped, and after being signed and returned to the Stores section it constitutes a receipt for the Stores. When such a card is received the goods should be checked against it and if in order the card should be signed and returned immediately by first mail.

ACCOUNTING

War Savings Certificates and Stamps

The following points should be borne in mind when remitting on War Savings Accounts:—

1. When sending completed stamp cards a pink remittance form (Form No. W.S.C 1 must be enclosed. This form should show the name of office, date, number of cards enclosed and give the signature of the Postmaster.
   When cash is forwarded with the stamp cards, the number of cards enclosed should be noted on the remittance slip in addition to the cash enclosed.
2. Postmasters who issue certificates must attach the stub of the Certificate to the completed stamp card and enter the number of the stub on each card.
3. Remittance forms must be enclosed with all remittances. Some Postmasters do not enclose forms and consequently there is no means of checking contents at Head Office. Please enclose pink remittance form with all remittances on War Savings Certificate and stamp account.

TELEGRAPHS

Conversation Between Wireless Offices Forbidden

Several infractions of the regulation which appears on page 610 of the Post Office Circular and which is republished below, have recently been reported and are being investigated.

The following notice was sent to all wireless offices on the 16th September, 1939:—

> "It has been brought to the attention of this Department that Operators at wireless offices are in certain cases indulging in unnecessary conversation. The use of wireless must be confined to absolute needs of the service only. Any operator breaking this rule will be heavily punished and is liable to be summarily dismissed from the Service."

Suspension of Service to the Philippines

Telegraph Service has been suspended to the Philippine Islands.

POST OFFICE CIRCULAR.

THURSDAY, 28th MAY, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer maae to the individual officer who receives acting promotion.

APPOINTMENTS

Topsail ... .Mr. Rex W. Butler to be Messenger as from the 16th May, 1942.

Buchans ... .Mr. Stanislaus Lane to be Messenger as from the 18th May, 1942.

St. John's West End P. O..... ....Miss Rose Antle to be Postmistress as from the 11th May, 1942.

St. John's G. P. O. ... .Mr. Leonard Hutchings to be Porter as from the 11th May, 1942.

TRANSFERS

Bishop's Falls ... . Miss Sarah Verge, Postmistress and Operator, Norris Arm, to be Postmistress and Operator, Bishop's Falls, as from the 18th May, 1942.

Norris Arm .. ..Miss Jessie Miles, Postmistress and Operator, Bishop's Falls, to be Postmistress and Operator Norris Arm as from the 18th May, 1942.

St. John's, Head Office ... .Miss Anne Pascoe, Telephonist St. John's Telegraph Delivery, to be temporary Clerk, Accounts Branch, as from the 8th May, 1942.

RESIGNATIONS

St. John's, Head Office ... . Miss Maria Hickey, Clerk, Accounts Branch, effective the 23rd May, 1942.

St. John's, Head Office .. .. Miss Jean Collier, Clerk Accounts Branch, effective the 23rd May, 1942.

St. John's, G. P. O. ... .Mr. Stephen Angel, Letter Carrier, effective the 22nd May, 1942.

St. John's, G. P. O. ... . Mr. Stanley Warford, Letter Carrier, effective the 22nd May, 1942.

VACANCY

Marquise ... .Applications addressed to the Secretary will be received up to the 30th June, for the position of Postmaster at Marquise. Applicants should follow the usual procedure in applying for this position. Telegraph qualifications are essential. Salary $780.00 per annum plus War Bonus.

MAILS

Matches Not To Be Sent Through Mail

Advices are being received from the United Kingdom and elsewhere that matches are being enclosed in parcels sent from Newfoundland. It is contrary to the postal regulations to enclose matches in any package or parcel sent by post owing to the serious risk of fire and the consequent danger to ships and crews as well as to other mails.

The attention of all posters of parcels should be drawn to this regulation.

A notice with reference to other inflammable material which is prohibited appeared on page 1142 of the Post Office Circular of the 9th April, 1942.

Mail Service to Philippines Suspended

All mail service to the Philippines Islands have been suspended.

Parcels for Ships Addressed "G. P. O. London"

The attention of all counter clerks is drawn to the fact that the contents of all parcels addressed to ships in care of G.P.O. London, must be in future be declared.

It has been laid down that for this purpose, the senders should be required to affix to such parcels a Form No. 1329 Customs Declaration, giving (a) particulars of the name and address of the sender and (b) a description of the contents, but it has now been decided that this Form may be dispensed with **in respect of parcels sent by Traders only**, in any case where in accordance with usual trade practice, the senders have affixed to the parcel a private label on which their name and address and **particulars of the contents** are clearly shown. In all other cases the use of Form No. 1329 Customs Declaration is necessary and **parcels not bearing one of these labels must be refused.**

Suitable opportunity should be taken to bring the concession to the notice of traders who make large postings of parcels to ships.

Withdrawal of Grenfell Commemorative Stamps

All five cent postage stamps of the Grenfell Commemorative Issue must be withdrawn from sale at all Post Offices at the close of business on Saturday, the 30th May, 1942. No Grenfell Commemorative Postage Stamps must be sold after that date under any circumstances. After the office has closed to the public on the 30th May, the Postmaster must collect together all Grenfell Commemorative Stamps in his office and make out, in duplicate, a list showing the number and the total value of the stamps. One copy of the list must be enclosed with the stamps in a registered envelope addressed to the Accountant, "Stamps" G.P.O., St. John's, the other copy of the list must be kept on file.

Credit for the return of postage stamps should be claimed in the accounts to Head Office for the term ended the 31st May. Postmasters should immediately ensure that their stocks of the

five cent "Caribou" are sufficient to meet demands from the 1st June, 1942, and where they are not sufficient, a requisition for fresh supplies should be sent immediately to Head Office.

ECONOMY IN THE USE OF SUPPLIES AND EQUIPMENT

It is deemed expedient to call the attention of Postmasters to the fact that there has been a very material increase in the cost of supplies and equipment this fiscal year as compared with prices paid for the same commodities last fiscal year. In addition, a great deal of difficulty is being experienced, in many instances, in obtaining delivery of supplies and equipment under contract. This situation will necessitate the strictest economy being exercised wherever possible and Postmasters are directed to confine all requests for supplies and equipment to the minimum needs of the office . No requests should be forwarded for equipment in replacement of that at present in use if the present equipment is serviceable.

The co-operation of all Postmasters is solicited.

STORES

Requisition Forms

It has been brought to notice by the Controller of Stores that:—

1. Requisitions for supplies are received at the Stores written on scraps of paper, memo forms, etc., in spite of the fact that every office in the country is supplied with requisition forms and in every parcel sent out by the stores there are several forms enclosed to replace the form used.
2. Requisitions are received without the name of office and/or the signature of the Postmaster. This results in delay in the filling of the requisitions.

This carelessness is inexcusable and officials guilty of these irregularities must endeavour to give more attention to their work.

ALL CORRESPONDENCE WITH HEAD OFFICE MUST SHOW THE NAME OF OFFICE AND THE SIGNATURE OF THE POSTMASTER.

ACCOUNTING

Refund Notices Not Properly Completed

The following instructions appear on page 656 of the Post Office Circular of the 7th December, 1939:—

> "Duty Cash Refund notices are frequently returned to Postmaster by reason of the fact that they are not properly signed and/or completed. These notices must bear the name of the payee; the **signature** of a witness to the payee's signature, also the office date stamp showing when the notice was brought to account."

The failure of certain Postmasters to observe this instruction necessitates the return of these notices to the offices concerned thus causing much delay in accounting. Suitable notice will be taken in future to any Postmaster failing to complete Duty Cash Refund Notices as instructed.

Return of Duty Parcels

The following is an extract from "Accounting Circular No. D.3:—

When the parcel, instead of being delivered, is returned to Head Postmaster at St. John's. In a service message late in June you were instructed to take credit whenever you send a parcel,

that has not been paid for, back for reassessment of Duty. The procedure is here described in detail.

Return may be made for one of two purposes, namely: To obtain cancellation in full or reduction in part of the Duty charges, or to have parcel returned to sender.

(1) **Returning parcel to Head Postmaster at St. John's.** In all cases a **Duty Application For Refund** form must be made out by the addressee, signed by the Postmaster and put in the **Duty Envelope Tag.** You will take care to see that the **Application** is properly made out, and that the **various statements printed in it that do not apply to the case are crossed out.** Also, see that all necessary papers, like invoices, etc, are enclosed in the **envelope.** Then readdress the parcel to Head Postmaster, seal the **envelope** and tie it firmly to the parcel and register the package. Enter in the **Duty Delivery Book** as shown below. Then write across the **Delivery Card** "Returned to St. John's on such and such a date with Application for Refund", and put the **Card** on the stick file.

(1)	(2)	(3)	(4)	(5)	(6)	(8)
Aug. 7	288	1.57	T. Jones	Avondale	Returned Head Postmaster	J. F.

The above instructions must be strictly observed.

Redemption of War Savings Certificates

It has come to notice that certain offices have redeemed War Savings Certificates. The instructions in this connection were published on page 972 of the Post Office Circular and are repeated:—

> "Contrary to Rule 8 issued on page 771 of the Post Office Circular of the 27th June, 1940, War Savings Certificates cannot be redeemed through the Newfoundland Post Offices, as no arrangements have been made as yet for the redemption except through the Newfoundland Savings Bank.
>
> "When applications are received for redemption the applicant should be advised to forward the Certificates direct to the Newfoundland Savings Bank."

Telegrams Despatched by United States Engineers

It is most important that outport Postmasters forward bills for the United States Engineers to this Department and take credit on their telegraph account at item 22. These bills must **not** be presented to the Engineers by the Postmasters.

It is also important that bill be accompanied by duplicate copies of each message. These copies must show the marks of transmission; that is, the number, time and initials, otherwise payment will not be made by the United States Engineers.

POST OFFICE CIRCULAR.

THURSDAY, 4th JUNE, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Burgeo ... Miss Lorraine Banfield to be Messenger-Assistant as from the 21st May, 1942.

Lewisporte ... Miss Helen Snow to be Messenger-Assistant as from the 11th April, 1942.

Mosquito, St. Joseph's ... Mrs. Edwin Doody to be Postmistress as from the 1st June, 1942.

Campbellton ... Mr. H. Elliott to be Postmaster and Telephone Attendant as from the 25th May, 1942.

St. John's Head Office ... Mrs. Michael Jones to be temporary Grade III Clerk, Accounts Branch, as from the 1st May.

Botwood ... Mrs. J. Tilley to be Assistant as from the 26th May, 1942.

St. John's Instrument Room ... Mr. H. Morrissey to be Learner as from the 1st May, 1942.

St. John's Instrument Room ... Mr. K. Martin to be Learner as from the 1st May, 1942.

St. John's Instrument Room ... Mr. E. White to be Learner as from the 18th May, 1942.

TRANSFER

Aguathuna ... Miss Violet Matthews, Messenger-Assistant, Burgeo, has been transferred to the position of Postmistress and Operator at Aguathuna, as from the 29th May, 1942

RESIGNATIONS

Aguathuna ... Miss Jean Walsh, Postmistress and Operator, effective 29th May, 1942.

Indian Islands ... Miss Lulu Pennell, Postmistress and Operator, effective 25th June, 1942.

Carbonear ... Mr. James Butt, Messenger, effective the 31st May, 1942.

Southern Bay ... Mr. Wm. J. Quinton, Postmaster and Telephone Attendant, effective 31st May, 1942. (Vacancy advertised locally).

Sweet Bay.... ....Mrs. M. M. Kelly, Postmistress and Telephone Attendant, effective 15th June, 1942. (Vacancy advertised locally).

CONVERSION OF OFFICE

The Wireless Repeating Station at Campbellton was removed to Botwood on the 24th May, 1942. This station will be a repeating station only and will have no postal facilities. The Telegraph call letters will remain "CM."

The office at Campbellton will have Money Order and Telephone service. The telegraph facilities have been withdrawn. Telegraph traffic will circulate by telephone through **Lewisporte.**

It should be noted that the Telegraph call letters "CM" do not signify the Post Office at Campbellton, but the Repeating Station at Botwood. This Station must not be confused with the Post Office at Botwood which is a separate and distinct office.

MAILS

Mail Service Suspended to the Netherlands, East Indies and Burma

All mail service, including money order service, is suspended to the Netherlands East Indies and Burma.

Resumption of Parcel Post Service with U.S.S.R. (Russia)

Parcel post service to the U.S.S.R. (Russia) has been resumed.

Post Office Robberies

There is a tendency during the summer season for Postmasters to exercise less vigilance in the protection of their premises with the result that robberies and thefts may be committed which might be avoided with a little extra care. Postmasters will, therefore, please carefully observe the following instructions:—

(1) Doors and windows of Post Office premises should be carefully locked and bolted at night.

(2) Post Office valuables must be given maximum protection at all times, but particularly after the office is closed for the day. If there is a safe on the premises these valuables should be placed therein. Attention is particularly directed to the fact that if investigation following a robbery discloses that sufficient protection was not accorded Post Office property, either through carelessness or indifference, the Postmaster will be required to make good any loss involved.

(3) In all cases where a robbery has been committed the Postmaster should immediately report it by wire to the Secretary.

TELEGRAPHS

Telegrams for Delivery by Telephone in St. John's

Due to the shortage of messengers at St. John's it has become increasingly difficult to make deliveries. With the object in view of speeding up the deliveries at St. John's the following

notice which appeared on page 803 of the Post Office Circular of the 22nd August, 1940, is repeated:—

"To expedite the delivery of telegrams in the City of St. John's arrangements have been made for delivery of telegrams from Head Office by telephone when the sender so desires. Instructions to do so must be given by the Sender, and should be shown in the address of the message tus:—"Tel. 1648 John Smith. . . . . .St. John's". The characters "Tel. 1648" will be checked as one extra word and charged for as one word.

"When the addressee is a business man or firm the telephone number can be found in the Telephone Directory by Head Office, if it is not shown on the address of the message, but, in the case of private persons who may or may not have a telephone it is essential that the number be given wherever possible. Where there is no telephone number shown on telegrams to private individuals the Department cannot accept responsibility for delivery by telephone.

"Confirmatory copies of all telegrams delivered by telephone will be delivered in the usual way."

Telegram Pick-up Service at St. John's

As from the 1st June, 1942, this service will be discontinued.

ACCOUNTING

Telephone Rentals

Postmasters who collect Telephone rentals are again reminded that a list covering such rentals is to be submitted with the General Accounts reports.

Stolen U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Lewiston (Sta. 4) Maine ... . 8,493 to 8,600
Minneapolis (Sta. 35) Minn. ... .149,591 to 149,600

Errors in Money Order Work

The following is a list of Post Offices where Officials were responsible for four or more errors in Money Order Service during January, 1942.

Office	No. of Errors	No. of Money Orders Paid and Issued During January 1942
Argentia	5	1231
Bay Roberts	6	440
Bell Island	6	738
Botwood	8	679
Brigus	4	204
Buchans	7	924
Burgeo	4	207
Burlington	4	94
Catalina	5	188
Chance Cove	5	42
Corner Brook	4	1482

Cox's Cove	6	30
Gambo	7	197
Gander	7	1146
Harbour Breton	4	139
Harbour Buffett	7	99
Harbour Grace	4	632
Joe Batts Arm	5	129
Lamaline	6	190
Lewisporte	7	335
Little Bay	5	110
Little Bay West	4	28
Moreton's Harbour	4	95
Robert's Arm	6	77
St. Bride's	4	33
St. John's General	12	4640
St. John's West	4	117
Salmon Cove	4	89
Sunnyside	5	61

Total No. of Orders Issued during January	27,233
Total No. of Orders Paid during January	14,347
	41,580
Total No. of Errors	369
Percentage of Errors	.89

i.e. approximately 9 errors for each 1,000 Orders issued and paid.

Total No. of Figure Errors	285
Percentage of figure errors	.69

i.e. approximately 7 errors for each 1,000 Orders issued and paid.

POST OFFICE CIRCULAR.

THURSDAY, 11th JUNE, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

POST OFFICE CIRCULAR

It has been decided that until further notice the Post Office Circular will be published at fortnightly intervals in place of the weekly intervals hitherto.

THE NEXT ISSUE OF THE POST OFFICE CIRCULAR WILL BE ON THE 25th JUNE, 1942, AND FORTNIGHTLY THEREAFTER.

APPOINTMENTS

Kilbride ... Mrs. Augustus Chafe to be Postmistress as from the 1st June, 1942.

Carbonear ... Mr. Reginald Marshall to be Messenger as from the 1st June, 1942.

Harbour Grace ... Mr. Arthur Ash to be Messenger as from the 25th February, 1942.

Sweet Bay ... Mrs. M. M. Kelly, Postmistress and Telephone Attendant, whose resignation was to take effect as from the 15th June, has withdrawn her resignation and has been re-appointed.

Westport ... Mrs. John Gale to be Postmistress and Telephone Attendant as from the 8th June, 1942.

Hillview ... Miss Irene Frost to be Messenger-Assistant as from the 1st June, 1942.

RESIGNATIONS

Seal Cove, W.B. ... Miss Flossie Wells, Postmistress and Operator, effective 31st July, 1942.

Tizzard's Harbour ... Mrs. Nellie D. Forward, Postmistress and Telephone Attendant, effective 30th June, 1942. (Vacancy advertised locally).

TRANSFERS

St. John's East End P. O. .. .. Mr. E. Powell, Postmaster, Corner Brook, to be Postmaster, St. John's East End Post Office as from the 1st June, 1942.

Corner Brook ... . Mr. A. Anthony, Assistant, Grand Falls, to be Postmaster Corner Brook as from the 1st June, 1942.

VACANCY

Seal Cove, W.B. ... . Applications addressed to the Secretary, will be received up to the 12th July, for the position of Postmaster and Operator, at a salary of $480.00 per annum plus War Bonus. Applicants should follow the usual procedure.

OFFICE CLOSED

Lomond ... . The Money Order-Telephone Office at Lomond was closed on the 9th May, 1942, until further notice.

MAILS

Withdrawal of Grenfell Commemorative Stamps

In spite of instructions given on pages 1162 and 1170, some Postmasters have returned stocks of Grenfell Commemorative stamps to other branches of the Department and have used as a list, scraps of paper.

Grenfell Commemorative stamps must be returned to the **"Accountant, Stamps, G.P.O."** and the stamps returned must be listed in duplicate on a stamp requisition form. One copy of this list must be enclosed in a registered envelope and forwarded to the above address, the other copy to be kept on the office file.

Postmasters who have not yet forwarded their stocks of Grenfell Commemorative stamps should do so immediately and should follow the above instructions.

Bermuda Air Mail Service

The air mail service on the local route between New York and Bermuda has been resumed.

Salvaging Rubber Bands and Wire Clips

Due to the shortage of rubber it is desired to bring to the notice of all officials the notice which appeared on page 1124 of the Post Office Circular of the 5th March, under the above caption, as follows:—

> "In keeping with economy in the use of equipment and stationery, the attention of Postmasters and all officials is invited to the need for conserving the available stocks of rubber bands and wire clips, as it is possible that no further supply of either of these items will be obtainable in the future. Officials, should commence immediately to save and re-use rubber bands and wire clips, and to salvage and use rubber bands removed from mail deposited for despatch and other matter no longer requiring these items."

Registered and Insured Mail

The Staff should take particular note that registered, insured and dutiable mail must not be delivered to any person other than the addressee, except on his or her written authority which must be attached to the delivery receipt. The delivering officer is responsible for making sure that the written authority is genuine. If he has any doubt in the matter he should withhold delivery until he is properly satisfied. Such mail should not be delivered to children even when they produce written authority.

TELEGRAPHS

Telegraph Traffic May 1942

	1941	1942	Increase	Decrease
Paid telegrams (including priority)	66,973	74,050	7,077	.....
Priority	4,822	8,615	3,793	
Phono-telegrams	1,396	1,844	448	.....
Total paid traffic	68,370	75,896	7,526	
Deadhead and Service messages	7,494	7,425		69
Telegram equivalent Public Despatch	3,570	3,300		270
Total traffic	79,434	86,621	7,187	

Fines of ten cents in each case were imposed upon ten officials in connection with failures of, and errors in, telegrams.

Father's Day Greeting Service to United States

Telegrams of senders own composition (XLT) will be accepted during the period 15th to the 22nd June, inclusive.

RATE

.80 cents (which includes tax) for fifteen words or less and .04 cents for each word in excess of fifteen.

Wording of the Address of Telegrams

1. The address must contain all the particulars necessary to ensure delivery of the telegram without enquiry or request for information.
2. Every address to be admissable must contain at least two words, the first designating the address and the second the name of the telegraph office of the locality of destination.
3. The address must, in the case of large towns, include the name of the street and the number or, in the absence of these particulars, it must state the profession of the addressee or give any other useful information.
4. Even for small localities the designation of the addressee must be supplemented as far as possible by full particulars for the guidance of the office of delivery.

The above regulations are applicable to local as well as international telegrams.

In cablegrams an address of one word (excluding the office of destination) to ensure prompt and correct delivery, must be registered.

Traffic in Connection With Defence Services

The following notice was telegraphed to all offices on the 17th July, 1941, and published on page 995 of the Post Office Circular:—

"Traffic in connection with Newfoundland, Canadian and United States Defence services and branches thereof must be given **Priority** treatment both in transmission and delivery. This applies, particularly to telegrams concerning shipping. In all cases the address must specify for which service the telegrams are intended."

ACCOUNTING

Registers to Cashier and Bank of Montreal

All registered envelopes addressed to the Cashier, G.P.O., and to the Bank of Montreal, must be sealed with sealing wax in the space provided for this purpose and the wax should bear the impression of the seal of the office.

Sufficient wax should be used so that the impression is discernible.

Stolen U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Portland (Sta. 56) Oreg. ... . 18,887 to 19,000 inclusive

Mesilla, New Mex . . 42,201 to 43,000 inclusive

The above Orders, if presented at a Newfoundland Money Order Office must not be paid. If possible, endeavour should be made to obtain particulars of such Orders presented—the office of origin and number, amount, name of remitter and payee—and such information should be telegraphed by the priority service to the Accountant, St. John's.

Recovered U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported recovered:—

Amelia, Ohio ... . 156,601 to 158,000 inclusive

POST OFFICE CIRCULAR.

THURSDAY, 25th JUNE, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

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APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. John's G.P.O.	Miss Helen Hudson to be Clerk as from the 1st May, 1942.
St. John's Telegraphs	Miss Phyllis Newell to be Learner as from the 3rd June, 1942.
St. John's Telegraphs	Miss Dallas Moore to be Telephonist as from the 1st June, 1942.
St. John's Accounts Branch	Miss Joan Rees to be Clerk as from the 5th June, 1942.
St. John's G. P. O.	Mr. Augustus Miles to be Assorter as from the 15th April, 1942.
Botwood	Mr. Eric Lanning to be Messenger as from the 1st June, 1942.
Woodfords	Mr. Michael Woodford to be Postmaster as from the 1st June, 1942.
Kitchuses	Mrs. Patrick Wade to be Postmistress as from the 6th June, 1942.
Little Catalina	Mrs. Eleazor Johnson to be Postmistress and Telephone Attendant as from the 13th June, 1942.
Englee	Miss Adele Dempsey to be Messenger Assistant as from the 1st June, 1942.
Grand Falls	Mr. Ronald Walsh to be Messenger as from the 7th June, 1942.
Salvage	Mrs. Mary Hancock, Postmistress and Telephone Attendant, whose resignation was to take effect as from the 15th June, has withdrawn her resignation and has been re-appointed as from the 16th June, 1942.

TRANSFERS

Gaultois ... Miss G. M. Roberts, Postmistress and Operator, Francois, to be Postmistress and Operator, Gaultois, as from the 6th June, 1942.

St. Julien's ... Miss Maude Rowsell, Messenger Assistant, Englee, to be Postmistress and Operator, St. Julien's, as from the 4th June, 1942.

RESIGNATIONS

Pound Cove ... Miss Ethel Hounsell, Postmistress and Telephone Attendant, effective 30th June, 1942.

Grand Falls ... Mr. Howard Cool, Messenger, effective 6th June, 1942.

CHANGE IN LOCATION

On the 1st June, 1942, the Post Office which served the settlement of Woodrfords and Chapel Cove, was transferred from Chapel Cove to Woodfords, to the residence of Mr. Michael Woodford who has been appointed Postmaster.

OFFICE OPENED

The Seasonal Wireless Office at St. Julien's was opened on the 11th June, 1942.

MAILS

Non-Air Mail Service to China Suspended

Until further notice, no mail may be accepted for China unless prepaid for transmission by Air Mail.

The Air Mail rate to China is $1.20 for the first half ounce and $1.07 for each additional half ounce.

Air Mail letters for China should be endorsed "via Miami and West Africa."

It will be understood that Air Mail letters must not be accepted for the Japanese occupied provinces in China.

Postal Service to Burma Suspended

All Postal services to civilians in Burma are temporarily suspended.

Correspondence and parcels addressed to **Members of H. M. Forces** in Burma should continue to be accepted pending further instructions.

ACCOUNTING

Stolen U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

"Pavillion, Wyo. ... 27,274 to 27,400

The above Orders, if presented at a Newfoundland office, must not be paid.

Telegraph Transfers

Much difficulty is experienced at Head Office in tracing Money Orders issued to cover telegraphs transfers as, in some cases the number quoted in the message, does not agree with that of the Order, and in many cases the Orders are not issued for the transfer concerned.

To avoid this trouble and to ensure Orders being issued to cover the proper transfer, Postmasters are asked to issue the Money Orders before transmitting the message, and, at the same time, compare the number appearing in the transfer with that shown on the Money Order.

Money Order Enquiries

In view of the increased business being handled at Head Office, Postmasters are asked to refrain from making unnecessary enquiries regarding Money Orders. Many Postmasters accept complaints from members of the public to the effect that Money Orders have been lost; simply because a reply has not been received from the Payee.

The Public should be advised that enquiries cannot be handled unless proof of non-receipt has been received from the Payee.

TELEGRAPHS

Change of Routing

As from the 20th June, 1942, the following changes in routing have been made:—

Telegraph traffic for Glenwood, Notre Dame Junction, Lewisporte, Norris Arm, and Bishop's Falls will circulate via **Grand Falls.**

Telegraph traffic for Howley, Deer Lake and Bonne Bay will circulate via **Corner Brook.**

Service Suspended

The Cable Night Letter Telegram (N1 T) service which enabled telegrams to be mailed from London to places on the Continent, has been suspended. The nceessary correction should be made on page 32 of the Rate Book.

Empire Press Rate

The Empire Press rate is now applicable to Palestine and Transjordan. Pages 33 and 35 of the Rate Book should be amended accordingly.

Social Cablegrams (GLT)

The Social Cablegram (Glt) service is now available to India. Page 36 of the Rate Book should be amended accordingly.

Correction

In "NOTE" relating to charges in connection with LC and NLT telegrams on page 32 of the Rate Book, the figures 16 should be substituted for 18.

Labrador Stations Opened

The following Labrador stations have been re-opened:—

Fishing Ships Harbour ... . opened as from the 13th June, 1942
Hawkes Harbour ... . opened as from the 16th June, 1942

Aircraft Detection Service

The following are the main features in connection with the Aircraft Detection Service. Instructions on this Service have been telegraphed from time to time.

A twenty-four hour continuous watch service is maintained at certain landline and wireless offices to enable reports to be transmitted to the Aircraft Detection Corps, St. John's, at any time of the day or night with the least possible delay.

Telephones have been installed in the residences of all Postmasters or Operators of telegraph offices and are connected with the Telephone offices. This enables Telephone Attendants to contact telegraph operators at any time.

Should a wireless office, having a report to transmit, be unable to contact its regular station, the report should be **Broadcast** at short intervals for a period of, at least half an hour.

Wireless offices at which continuous watch service is maintained should arrange to contact each other at stated periods.

POST OFFICE CIRCULAR.

THURSDAY, 9th JULY, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. John's, G.P.O. ... .Mr. S. Driscoll to be temporary Porter as from the 23rd June, 1942.

St. John's East ... .Miss Marie Lush to be Clerk, as from the 18th April, 1942.

Windsor.... ....Mr. Dominic Murphy to be Messenger as from the 3rd July, 1942.

Port aux Basques ... . Mr. Gordon Billard to be Messenger as from the 29th June, 1942.

Pound Cove ... .Mrs. George Howell to be Postmistress and Telephone Attendant as from the 1st July, 1942.

Tizzard's Harbour.... .... Mrs. Hilda M. Boyd to be Postmistress and Telephone Attendant as from the 1st July, 1942.

Indian Islands ... .Mr. Kenneth Frampton to be Postmaster and Operator as from the 26th June, 1942.

Corner Brook ... .Miss Nena Sexton to be Learner as from the 22nd June, 1942.

RESIGNATIONS

St. John's G.P.O. ... .Mr. L. Hutchings, Temporary Porter, effective 17th June, 1942.

Windsor.... ....Mr. Philip Kelly, Messenger, effective 2nd July, 1942.

St. John's G.P.O..... ....Miss Anne Pascoe, Clerk, effective 30th June, 1942.

Upper Island Cove ... .Miss Nita Janes, Postmistress, effective 30th June, 1942.

PROMOTIONS

St. John's Head Office ... .Mr. A. C. Jerrett, Acting Inspector, has been promoted to the position of Technical Engineer. Promotion effective 1st June, 1942.

DISMISSALS

Port aux Basques ... .Mr. Gerald Pike, Messenger, effective 26th June, 1942. Unsatisfactory service.

Corner Brook.... ....Mr. Donald Buckle, Messenger, effective 26th June, 1942. Unsatisfactory service.

Corner Brook.... ....Mr. Eldon Stratton, Messenger, effective 10th June, 1942. Unsatisfactory service.

SECRECY

The staff of the Post Office are reminded of the necessity of observing the strictest secrecy in regard to any information which may come to their notice in the course of their official duties. The divulgence of any such information is an offence against the official Secrets Acts.

BIRTH CERTIFICATES REQUIRED ON APPOINTMENTS

All officials receiving appointments are again reminded that a Birth Certificate and a certificate of medical fitness must be forwarded to the Staff Clerk as soon as possible after appointment.

This regulation applies to all officials in the Service.

LEAVE

The date leave commenced and the date of resumption of duty must be reported by all officials taking leave, whether for sick, annual or special leave, to the Staff Clerk. The failure to do this, causes inconvenience and delay and necessitates the transmission of unnecessary telegrams.

GIFT PARCELS WEIGHING 5 LBS. OR LESS TO THE UNITED KINGDOM LIMITED TO ONE PER CALENDAR MONTH

The British Post Office Department advises that the regulations permitting the importation into the United Kingdom, without import licence, of gift parcels not exceeding 5 lbs. gross weight are not applicable if such parcels are sent more often than once a month

If gift parcels are sent too frequently they are liable to be seized and, in order to prevent disappointment to the sender and addressee, the attention of mailers should as far as possible be directed to these regulations of the British Import Authorities.

AIR MAIL TO UNITED KINGDOM

Renewed attention is drawn to the fact that all Air Mail for the United Kingdom and foreign countries should be despatched to St. John's G.P.O. for onward transmission.

The Postage rate to the United Kingdom and European countries is 35c. for each half ounce.

AIR MAIL SERVICE TO SWEDEN RESUMED

The Air Mail service to Sweden has been resumed.
The Air Mail rate will be 35c. for each half ounce.
The non-Air Mail and Parcel Post Services to Sweden are still suspended

ACCOUNTING

War Savings Certificates

Mr. Whitfield Laite who will be visiting certain settlements on a War Savings campaign has been supplied by this Department with a stock of War Savings Stamps, and has been authorized to augment the stocks of any Postmasters whose supply may be insufficient to meet the demands of increased sales, by selling to the Postmasters. This means that any Postmasters whose stocks have been depleted but have not remitted the cash to Head Office, may, with this cash purchase a fresh stock from Mr. Laite rather than remit to Head Office and requisition for more stamps which may be delayed in arriving.

No cash is to be passed over to Mr. Laite without receiving the equivalent in War Savings Stamps and no entries are to be made in accounts for such transactions as the balances will not be disturbed.

Telegrams Despatched by U.S. Engineers and Newfoundland Base Contractors

Instructions issued on page 1172 of the Post Office Circular of the 28th May, 1942, are again repeated:

> "It is most important that outport Postmasters forward bills for the United States Engineers to this Department and take credit on their telegraph account at item 22. These bills must **not** be presented to the Engineers by the Postmasters.
>
> "It is also important that bill be accompanied by duplicate copies of each message. These copies must show the marks of transmission; that is, the number, time and initials, otherwise payment will not be made by the United States Engineers.

TELEGRAPHS

Notice of Non-Delivery and Expressage of Telegrams

In the absence of a notice from the office of destination to the contrary it is taken for granted that a telegram has been correctly transmitted and duly received.

When a telegram cannot be delivered by the usual messenger service or where it is addressed to a point without telegraph communication, the terminal telegraph office should send a notice to the office of origin stating that it is undelivered and adding such information as would enable the sender to decide if he will have it delivered by special messenger, a non-delivery notice should be in the following form:—

"..... yours (date) John Smith, Cabot Cove, undelivered, party lives five miles from office Expressage one dollar otherwise go by mail Saturday.

From ... ... "

(Expressage is the telegraph term used for special delivery).

If the telegram is to be sent out by special delivery the originating office replies as follows:

"Ours Smith, Cabot Cove, express immediately, credit you $1.00."

On receipt of this order the delivery office will despatch it promptly by messenger, pay him from the office cash and take credit for the amount in the checks for that date. A receipt must be obtained and attached to the account for that term.

Labrador Seasonal Offices Opened

The following Labrador Seasonal Offices have been re-opened:—Domino, Grady opened as from the 17th June, 1942; Smokey opened as from the 2nd July, 1942.

POST OFFICE CIRCULAR.

THURSDAY, 23rd JULY, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. John's East ... .Miss Frances Tiller to be Clerk as from the 1st June, 1942.

Placentia ... .Miss Annie Ryan to be Assistant as from the 1st July, 1942.

Placentia ... .Miss Mary McHugh to be Assistant as from the 1st July, 1942.

Cape Broyle ... .Miss Madeline O'Brien to be Postmistress and Operator as from the 22nd March, 1942.

Upper Island Cove ... .Mrs. J. J. Foley to be Postmistress as from the 13th July, 1942.

Quirpon ... .Miss Valeda Fontaine to be Postmistress and Operator as from the 4th July, 1942.

St. John's Accounts Branch ... .Miss Mary Tremills to be Clerk as from the 7th July, 1942.

St. John's, G.P.O..... ....Miss Peggy Parsons to be Clerk as from the 14th July, 1942.

St. John's, G.P.O. ... .Miss Jean Dewey to be Clerk as from the 17th July, 1942.

St. John's Telegraph Delivery.... ....Miss Frances Roberts to be Telephonist as from the 15th July, 1942.

PROMOTIONS

St. John's Accounts Branch.... .... Mr. Alfred Rees, Grade III Clerk, to be Acting Grade II Clerk as from the 1st July, 1942.

St. John's, G.P.O. ....Mr. William Power, Letter Carrier, to be Assorter as from the 1st July, 1942.

St. John's, G.P.O..... ....Mr. Gerald Reardigan, Letter Carrier, to be Assorter as from the 1st July, 1942.

St. John's, G.P.O..... ....Mr. Harold Harding, Letter Carrier, to be Assorter as from the 1st July, 1942.

RESIGNATIONS

Safe Harbour.... ....Mrs. Thomas Gillingham, Postmistress and Telephone Attendant, effective 31st July, 1942.

St. John's, Telegraph Delivery ... .Miss Dallas Moore, Telephonist, effective 11th July, 1942

Stephenville Crossing ... . Miss Alda Pierroway, Postmistress and Operator, effective 11th July, 1942.

BIRTH CERTIFICATE

The following birth certificate is on hand and has not been entered in the records owing to insufficient information:—

Ida Jane Peckford,
born at Roberts Arm, Botwood.

Will the owner of this birth certificate please communicate with the Staff Clerk.

MAILS

Parcel Post Service to Ivory Coast and Togo (French) Suspended

The Parcel Post Service to Ivory Coast and Togo (French) has been suspended. A suitable note to this effect should be made opposite the relative entries in the Tariff Book, page 19.

Communication with Prisoners of War and Civilians in Japanese-Occupied Territories

In order to avoid delay while Japanese agreement to the proposed arrangements for a prisoner of war postal service is awaited, letters and postcards may be addressed as shown below and posted in the ordinary way for transmission to prisoners of war in Japanese hands and civilians in Japanese-occupied territories. The letters and postcards should bear the words "Prisoners of War Post" in the top left-hand corner, and no postage should be prepaid.

For **Prisoners of War** the address should be in the following form, followed in each case by the indication:—

British Prisoner of War,
c/o Prisoners of War Information Bureau,
TOKYO.

NAVY:—Officers—	Rank, Initials, Name (in block letters), R.N., (R.N.R. or R.N.V.R.), Name of Ship.
Ratings—	Rating, Initials, Name (in block letters), Official No., Name of Ship.
ARMY:—Officers—	Rank, Initials, Name (in block letters), Name of Regiment or Corps. Locality where last serving or last heard of.
Other Ranks—	Personal No., Rank, Initials, Name (in block letters), Name of Regiment or Corps. Locality where last serving or last heard of.
AIR FORCE:—Officers—	Rank, Initials, Name (in block letters), R.A.F., etc. Locality where last serving or last heard of.
Airmen—	Personal No., Rank, Initials, Name (in block letters), R.A.F., etc. Locality where last serving or last heard of.
LOCAL DEFENCE FORCES:	Name (in block letters preceded by initials), Name of unit, Hong Kong (or Malaya, as the case may be).

In the address of letters to army personnel the number of the battalion, etc., should not be mentioned.

FOR CIVILIANS the letters and postcards should bear the words "Prisoners of War Post" and the form of address should be:—

Name (in block letters preceded by initials),
followed by the last known address
Malaya (or Burma, Hong Kong, China, etc.)

The indication "British Prisoner of War," is not required in the case of letters for civilians.

Only letters and postcards may be posted; parcels and others packets will not be forwarded. In order to facilitate the delivery of letters relatives should be advised to make their letters brief

and to write clearly; non-observance of this advice may not only result in non-delivery of individual letters but also cause delay to others.

Persons making inquiry should be informed that these arrangements are provisional and may require amendment later.

It should be noted that all letters for prisoners of war and civilians in Japanese hands should have the **name and address of the sender written on the back of the envelope.**

Correspondence from Outport Offices

Postmasters are again requested to exercise greater care when forwarding correspondence, remittances, requisitions, etc., to Head Office to see that the name of office is clearly shown and the signature of the official is given. Considerable delay has been caused through these irregularities.

Acceptance of Mail Addressed "G.W.V.A. Scrap Rubber Committee"

Correspondence addressed to the Chairman, G.W.V.A. Scrap Rubber Committee may be accepted free of postage. This concession applies only to correspondence addressed as described above.

ACCOUNTING

Radio Licences

Upon receipt of a list of purchasers of new radios, Postmasters should check and find out if any of these purchasers are operating two radios, or if the previous radio has been sold or transferred, the name and address of the party to whom sold or transferred must be obtained and checked to ascertain if a licence has been issued to operate.

Where two radios are in operation a licence is required for each.

Suspension of Money Order Service

Money Order Service with the following places has been suspended:—

Andaman Islands
New Guinea (Mandated Territory)
Solomon Islands
Papua. British New Guinea.

Stolen U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Firstview, Colo.	19,233 to 19,400 inclusive
Lake Hiawatha, N.J.	22,834 to 27,000 inclusive
Navajo, Ariz	15,494, 15,523, 15,535, and 15,537 to 15,600 inclusive
Pavillion, Wyo	27,274 to 27,400 inclusive

The above Money Orders, if presented at a Newfoundland office, must not be paid.

TELEGRAPHS

Non Acceptance of Collect Messages for the United States and Its Possessions

Advice has been received that due to United States censorship regulations, collect messages, other than government messages and messages from authorized press organizations or correspondents, cannot be accepted for the United States or its territorial possessions.

Offices will be governed accordingly in the acceptance of messages.

Equipment

Due to shortage of telephones and other material and the impossibility of replacing stocks under present condition, Postmasters should inform persons enquiring for private telephones, that no additional installations of this nature can be made until further notice.

Telegraph Traffic June 1942

Class	1941	1942	Increase	Decrease
Paid telegrams (including priority)	66,001	69,802	3,801	.....
Priority	7,029	8,651	1,622	.....
Phono-telegrams	1,578	2,002	424	.....
Total paid traffic	67,579	71,804	4,225	.....
Deadhead and Service messages	7,927	7,632	.....	295
Telegram equivalent Public Despatch	3,860	3,570	.....	290
Total traffic	79,366	83,006	3,640	.....

Aircraft Detection Service

The following are the main features in connection with the Aircraft Detection Service. Detailed instructions have been telegraphed from time to time.

A twenty-four hour continuous watch service is maintained at certain landline and wireless offices to enable reports to be transmitted to the Aircraft Detection Corps, St. John's, at any time of the day or night with the least possible delay.

Telephones have been installed in the residences of all Postmasters or Operators of telegraph offices. This enables telephone attendants to contact telegraph operators at any time.

Should a wireless office, having a report to transmit, be unable to contact its regular station, the report should be **broadcast** at short intervals for a period of, at least, half an hour.

Wireless offices at which continuous watch is maintained should arrange to contact each other at stated periods.

POST OFFICE CIRCULAR.

THURSDAY, 6th AUGUST, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Bonne Bay ... . Mr. Rex Roberts to be Messenger as from the 15th July, 1942.

Delby's Cove ... .Mrs. John Gardiner to be Telephone Attendant as from the 8th July, 1942.

PROMOTIONS

Grand Falls ... . Mr. John Cardoulis, Carrier-Assistant, to be Assistant as from the 1st August, 1942.

TRANSFERS

Seal Cove, W.B. ... . Miss Elsie Murcell, Postmistress and Operator, Harbour Deep, to be Postmistress and Operator Seal Cove, W.B., as from the 20th July, 1942.

RESIGNATIONS

Fleur De Lys ... . Mrs. H. Quigley, Postmistress and Telephone Attendant, effective the 31st July, 1942. (Vacancy advertised locally).

Hampden, W.B. ... . Mr. C. W. Thomas, Postmaster and Telephone Attendant, effective 31st August, 1942. (Vacancy advertised locally).

St. John's Registry and Typing ... . Miss Jean Easterbrook, Stenographer, effective 25th July, 1942.

OFFICE OPENED

Quirpon ... .The Seasonal Wireless Office at Quirpon was opened on the 28th July, 1942. The Telegraph call letters are Q. N.

OFFICE CLOSED

The Post Office at St. John's Island was closed on the 31st July, 1942.

MAILS

Daily Air Mail Service

Commencing on the 26th July, 1942, the frequency of the Air Mail Service between Newfoundland, Canada and the United States of America will be increased to daily including Sunday each way.

Further reference to Air Mail Service to Canada and the United States is made on page 1157 of the Post Office Circular of the 7th May, 1942.

Armed Forces Air Letter

Commencing on the 1st August next special ARMED FORCES AIR LETTER FORMS, for sending communications by Air Mail to members of the Newfoundland, British, Canadian and Allied Armed Forces (Navy and Air Force) overseas will be available at most Post Offices in Newfoundland. These forms will be available at all other Post Offices as soon after the 1st August as mails are available.

The rate of postage to be paid on each Armed Forces Air Letter Form will be 10 cents, no matter to what place the letter is addressed.

The 10 cent rate is applicable only to letters on the special forms addressed to members of the Armed Forces overseas.

When handing out ARMED FORCES AIR LETTER FORMS Postmasters should inform patrons that the letter must be written on the inside, i.e., on the blank upprinted portion—of the form itself. The forms should be retained by Postmasters and only handed out when asked for

AIR LETTER forms containing letters written on separate pieces of paper containing any enclosures of any kind what-so-ever will not be given air mail transmission but will be forwarded by ordinary surface mail.

Under no circumstances are ARMED FORCES AIR LETTER Forms to be used for corresponding with civilians.

AIR LETTER Forms addressed to civilians will be returned to the senders.

AIR LETTER Forms may ONLY be used for communicating with members of the Newfoundland, Canadian, British and Allied Armed Forces (including the Navy, Army and Air Force) no matter where located.

REQUISITIONS for further supplies should be addressed to the Controller of Stores, General Post Office, St. John's.

Service Suspended

The letter and parcel post service to the following territories is temporarily suspended:—

The Andaman Islands (India) and Nicobar Islands (India), New Guinea Mandated Territory, Portuguese Timor and Solomon Islands.

Parcel Post Service to Gilbert and Ellice Islands and Nauru Island (Marshall Islands)

The Parcel Post Service to the Gilbert and Ellice Islands and Nauru Island (Marshall Islands) is temporarily suspended.

Air Mail to United Kingdom

Postmasters should take special notice that Air Mail for the United Kingdom and European Countries **must** NOT be despatched to Gander.

When making up Air Mail despatches for the Mail Car, Air Mail should be tied up in two bundles; one containing Air Mail for the United Kingdom and European Countries and other bundle for Canada and United States.

Despatches for United Kingdom and European Countries must be labelled

"AIR MAIL TO ST. JOHN'S"

and for Canada and United States, labelled

"AIR MAIL, GANDER"

Further reference may be made to Air Mail circulation on page 1158 of the Post Office Circular.

TELEGRAPHS

Damage to Telegraph Wires and Insulators

A notice regarding damage to Telegraph wires and insulators has been sent to all offices which have landline connections for display in a prominent place on the public side of the office.

The vital importance of insulators will be more fully appreciated when it is stated that one missing insulator has been known to put a line totally to ground and thereby make it unworkable during wet weather. No electrical circuit can be expected to work properly when insulators are missing. This is especially the case on circuits equipped with duplex teleprinter instruments.

Postmasters are the Custodians of the Department's property and must report to the Controller of Telecommunications all unlawful acts, such as the wilful breaking of insulators, which may come under their notice. They should also take steps to ensure that all missing insulators are replaced as soon as possible.

The vital importance of uninterrupted communications at this time makes any interference with telegraph lines a serious offence and liable to endanger life and the defence of this country and Continent.

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where Officials were responsible for four or more errors in Money Order Service during February, 1942:

Office	No. of Errors	No. of Money Orders Issued and Paid During February, 1942
Argentia	8	1,464
Bellevue	5	22
Bell Island	5	702
Bishop's Falls	4	228
Burgeo	5	232
Burin North	4	321
Cape St. George	4	48
Catalina	4	1,462
Corner Brook	4	187

Ferryland	4	91
Fortune	4	210
Fortune Harbour	6	102
Gambo	8	254
Gander	5	1,199
Grand Falls	7	1,057
Grates Cove	7	77
Haystack	4	47
Jamestown	5	72
Kelligrews	10	75
King's Cove	4	115
Laurenceton	4	73
Marystown	6	192
Placentia	5	358
Port au Port	6	183
Roberts' Arm	5	65
St. John's General	10	2,360
St. John's West	6	110
Stephenville	8	487
Stephenville Crossing	5	269
Whitbourne	4	163
C.A.P.O. No. 3	4	291

Total No. of Orders Issued during February	26,496
Total No. of Orders Paid during February	11,376
	37,872
Total No. of Errors	383
Percentage of Errors	1.01

i.e. approximately 10 Errors for each 1,000 Orders issued and paid.

Total No. of Figure Errors	313
Percentage of Figure Errors	.83

i.e. approximately 8 errors for each 1,000 Orders issued and paid.

POST OFFICE CIRCULAR.

THURSDAY, 20th AUGUST, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Pilley's Island ... Miss Marie Rice to be Messenger-Assistant as from the 1st August, 1942.

St. Lawrence ... Mr. George Reeves to be Messenger-Assistant as from the 5th August, 1942.

Doyle's ... Mrs. Blanche Doyle to be Postmistress and Telephone Attendant as from the 1st August, 1942.

Rosedale ... Mrs. Edgar Briffett to be Telephone Attendant as from the 22nd April, 1942.

Fleur De Lys ... Mrs. H. Quigley, Postmistress and Telephone Attendant, whose resignation was to take effect on the 31st July, has been re-appointed as from the 1st August, 1942.

TRANSFERS

Francois ... Mr. Albert Sodero, Postmaster and Operator Gaultois, has been transferred to position of Postmaster and Operator at Francois.

RESIGNATIONS

Cape Charles, Labrador ... Mrs. Ina Pye, Postmistress, effective 31st August, 1942.

Doyle's ... Mr. R. A. Doyle, Postmaster and Telephone Attendant, effecive 31st July, 1942.

Port Aux Basques ... Mr. Allan Matthews, Postmaster and Operator, effective 31st July, 1942.

Botwood Wireless Office ... Miss Estella Kearley, Messenger Assistant, effective 15th August, 1942.

Buchans ... Miss Mary Davis, Assistant, effective 15th August, 1942.

Placentia ... Miss Mary McHugh, Assistant, effective 31st August, 1942.

Laurenceton ... Mrs. Beulah Baker, Postmistress and Telephone Attendant, effective 31st August, 1942.

Fortune Harbour ... Miss Gladys M. Edwards, Postmistress and Operator, effective 31st August, 1942.

Gaultois ... Miss G. M. Roberts, Postmistress and Operator, effective 15th September, 1942.

Mose Ambrose ... Mrs. Chesley Yarn, Postmistress and Telephone Attendant, effective 11th August, 1942.

DISMISSALS

Englee ... ...Mr. W. E. Noseworthy, Postmaster and Operator, who was suspended from duty due to a shortage in accounts, has been dismissed as from the 8th August, 1941.

OFFICE OPENED

Stanhope ... ...A Postal Telephone Office was opened at Stanhope on the 10th August, 1942. Mrs. A. Fudge has been appointed Postmistress and Telephone Attendant. For the present there will be no telephone facilities owing to the shortage of material to install the telephone.

MAILS

Communication with Prisoners of War and Civilian Internees in Japanese Occupied Territories

The following are the amended regulations with reference to communication with prisoners of war and civilian internees in Japanese-occupied territories:—

Postal service for Prisoners of War and Civilian Internees has been established to:

Metropolitan Japan	Formosa	Territory of Dwantunk
Korea	Sakhaline	Hong Kong
Shanghai and other Occupied Chinese Territories.		

Preparation is being made for postal service with other Japanese-occupied Territories.

The service, effective immediately, is confined to letters and post-cards which may be posted in the ordinary way. LETTERS AND POST-CARDS MUST ONLY DEAL WITH PURELY PERSONAL MATTERS.

No postage is required.

Parcels and other classes of mail will NOT be forwarded.

The air letter card available for writing to Prisoners in Europe should not be used for communication with Prisoners in the Far East.

In order to facilitate delivery, letters should be brief and written clearly, and, if possible, typed. Non-observance of this advice may result in non-delivery of individual letters and, also, may cause delay to others.

METHOD OF ADDRESSING.

Letters and postcards for Prisoners of War should bear, in the upper left hand corner, the words:—

Prisoner of War Post
Service des prisonniers de Guerre.

The address should be in the following form:

NAVY	Officers	Rank, Initials, Name (in block letters), R.N. (R.N.R. or R.N.V.R) R.C.N. (R.C.N.R. or R.C.N.V.R.), Name of Ship, Name of Camp where known, otherwise c/o Japanese Red Cross, Tokyo.
	Rating	Rating, Initials, Name (in block letters), Official No., Name of Ship, Name of Camp where known, otherwise c/o Japanese Red Cross, Tokyo.
ARMY	Officers	Rank, Initials, Names (in block letters), Name of Regiment or Corps, Locality where last serving or last heard of, Name of Camp where known, otherwise c/o Japanese Red Cross, Tokyo. (The Number of the Battalion should not be mentioned).
	Other Ranks	Personal No., Rank, Initials, Name (in block letters) Name of Regiment or Corps, Locality where last serving or last heard of, Name of Camp where known, otherwise c/o Japanese Red Cross, Tokyo. (The number of the Battalion should not be mentioned).

AIR FORCE	Officers	Rank, Initials, Name (in block letters) , R.A.F., R.C.A.F., etc. Locality where last serving or last heard of, Name of Camp where known, otherwise c/o Japanese Red Cross, Tokyo.
	Airmen	Personal No., Rank, Initials, Name (in block letters), R.A.F., R.C.A.F., etc. Locality where last serving or last heard of, Name of Camp where known, otherwise c/o Japanese Red Cross, Toko.
LOCAL DEFENCE FORCES	Name	(In block letters preceded by initials), Name of Unit, Hong Kong (or other place as the case may be), followed in each case by: Name of Camp where known, otherwise c/o Japanese Red Cross, Tokyo.

CIVILIAN INTERNEES Letters and postcards should be endorsed "Prisoners of War Post". "Service des Prisonniers de Guerre" in the upper left hand corner. and the form of address should be:—

(A) Name (in block letters preceded by initials), Canadian (or British) Civilian Internee, Name of Camp; or

(B) Name (in block letters preceded by initials). Last known address, Canadian (or British) Civilian Internee, c/o Japanese Red Cross, Tokyo.

SENDERS ADDRESS SHOULD BE GIVEN.

All letters for Prisoners of War and Civilian Internees in Japanese hands should have the name and address of the sender written on the back of the envelope.

CORRESPONDENCE FROM OUTPORT OFFICES

Complaints have been received from various branches of the Department, The Foregin Exchange Control Board and the Bank of Montreal to the effect that mail (correspondence, requisitions, remittance forms and applications for foreign exchange) is received without the name of office and/or the name of the Postmaster. This caused inconvenience and delay to the branches concerned.

The office date stamp MUST be placed on all official correspondence (requisition, remittances, letters, etc.), and the names of the official given.

This carelessness reflects on the efficiency of the Department and all officials should exercise greater care in future.

INSTRUCTIONS IN CONNECTION WITH THE RETURN OF DUTY PARCELS

Postmasters will please take notice that refund or cancellation on Returned Parcels will not be given consideration unless the following instructions are carried out otherwise parcels will be returned to the office from which they were received:—

"When the parcel cannot be delivered and is returned to the General Post Office, St. John's for subsequent return to the sender or redirection to the addressee in another country the Postmaster should himself prepare Form No. 1005 in all particulars and certify it. He should then enclose it in envelope No. 1006, attach the envelope firmly to the parcel and return it as a registered item addressed to the Head Postmaster, St. John's.

Whenever the addressee having taken delivery of a parcel desires to return it wholly or in part to the sender for exchange of goods he should be required to fill in Form No. 1005 which must afterwards be certified by the Postmaster. The form should be enclosed in envelope No. 1006, together with the original Foreign Declaration that was affixed or attached to the parcel when received. The envelope must then be securely tied to the parcel and returned to the Head Postmaster, St. John's as a registered item. A Newfoundland Customs Declaration Form must be prepared and affixed to the parcel, and care should be taken to describe on the Customs Declaration Form the nature and value of the goods contained in the parcel. The words "Goods returned for exchange" should be written clearly across the face of the Customs Declaration Form. In the case of parcels of this description the return postage to the country of origin must be prepaid by the person returning the parcel.

"The original declaration form should also accompany the returned parcel."

TELEGRAPHS

Expeditionary Force Messages

A revised list of messages for this service came into effect on August 10th, 1942. Folders containing this list, published by Cables and Wireless Limited, have been mailed to all offices. The list in use prior to August 10th should be discarded.

Telegrams for St. John's Insufficiently Addressed

Owing to the very evident failure of many offices to give the necessary attention to the instructions appearing on page 1060 of the Post Office Circular, they are being repeated:

"It is necessary that telegrams for others than well known business firms and/or persons connected with such firms, addressed in care of the firm, should have a full and complete address, that is, house number, name of street, and in the case of telegrams for others than the householders, the name of the householder, thus:

John Smith,
C/o White,
102 Young Street,
St. John's.

If it is not possible to obtain a complete address as outlined above, telegrams must be accepted at senders risk and the senders so informed at the time of filing.

In the case of telegrams which are replies and addresses are unknown, the reference of the telegram to which it is a reply must be given in the preamble, thus: "Ans.Yr 36/14."

It has been decided, that in the event of a refund of the charges being made in respect of non delivery, where it is shown that the telegram was not accepted in accordance with these instructions, the amount of the refund will be recovered from the official responsible for its acceptance.

Telegraph Traffic July 1942

	1941	1942	Increase	Decrease
Paid telegrams (includes priority)	69,134	69,483	349	.....
Priority	7,391	9,542	2,151	.....
Phono-telegrams	1,202	1,591	389	.....
Total paid traffic	70,336	71,074	738	.....
Deadhead and Service messages	8,314	7,552	.....	762
Telegram equivalent Public Despatch	3,730	2,960	.....	770
Total traffic	82,380	81,586	.....	794

POST OFFICE CIRCULAR.

THURSDAY, 3rd SEPTEMBER, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

CHANGE OF TIME

Postmasters are reminded that effective from Midnight Sunday, 30th August, 1942, all clocks in Newfoundland were put back one hour. This cancels the extra hour of daylight.

APPOINTMENTS

Mose Ambrose ... .Miss Bessie Yarn to be Postmistress and Telephone Attendant as from the 12th August.

Buchans ... .Miss Gertrude Cooke to be Assistant as from the 18th August, 1942.

Fogo ... . Mr. Wilfred Baker to be Messenger as from the 18th August, 1942.

Gander.... ....Mr. James Hogan to be Assistant as from the 27th August, 1942.

Woodstock ... . Miss Doris Fradsham to be Postmistress and Telephone Attendant as from the 21st August.

North Sydney Assorting Office ... . Mr. Hugh MacLean to be Assorter as from the 11th August, 1942.

RESIGNATIONS

Gander ... .Mr. Clarence Goff, Assistant, effective the 26th August, 1942.

Fogo ... .Mr. Frank Gale, Messenger-Assistant, effective 17th August, 1942.

LEAVE OF ABSENCE

Mr. Donald Evelly, Assorter at the North Sydney Assorting Office, has been granted Leave of Absence to join the Canadian Armed Forces as from the 10th August, 1942.

OBITUARY

The Department regrets to announce the death of Mrs. Harod Fradsham at Woodstock, on the 20th August, 1942. Mrs. Fradsham entered the service as Postmistress and Telephone Attendant at Woodstock on the 1st January, 1938.

POST OFFICE CLOSED

The Post Office at Outer Cove was closed on the 14th August, 1942. Mail for that settlement will be handled at Torbay.

CONVERSION OF OFFICE

The Telephone Office at Fox Cove, Burin, has been converted to a Postal-Telephone Office as from the 19th August, 1942. There are no money order facilities.

BILLS FOR PAYMENT

The following notice which appeared on page 1125 of the Post Office Circular of the 12th March, 1942, is again repeated:—

> "It has been noted recently that bills are being presented on this Department's bill heads to this Department for payment
>
> "Postmasters are instructed that they are not to provide official stationery for the preparation of bills payable to private individuals. The person to whom payment is due should be advised to prepare his or her bill on his or her own private stationery and present it to the Postmaster for certification and forwarding to Head Office for payment."

Further reference is made to the preparation of bills for relief services. In spite of the instructions issued in this connection on page 945, bills are received not properly prepared. The instructions are repeated:—

> "1. Relief officials engaged at a monthly rate will be paid in proportion to the number of days they are engaged to the total number of days in that month. For example, a person engaged from the 7th to the 20th December, inclusive, at $40.00 per month, would receive fourteen thirty firsts of forty dollars. A person engaged from the 7th to the 20th June inclusive at $40.00 per month, would receive fourteen thirtieths of forty dollars.
>
> "2. A person engaged from the 24th August to the 5th September at $40.00 per month would receive eight thirty-firsts of $40.00 and five thirtieths of $40.00."

INTERNATIONAL REPLY COUPONS

Advice has been received from the Postal Administration of Bolivia that the International Reply Coupon Service with that country has been temporarily suspended until further notice. The Bolivian Administration will continue to participate in the exchange of Spanish-American reply coupons.

It will be in order, therefore, for Postmasters to continue to redeem Spanish-American Reply Coupons presented at their offices.

CENSORSHIP

Accompanying this Circular are a number of copies of a notice headed "Newfoundland Censorship." At least one copy must be posted in the lobby for the information of the public and another in the office for the information of the satff. If additional copies are required communicate with the Assistant Censor, Censorship Office, St. John's.

TELEGRAPHS

Acceptance of Telegrams for Unoccupied France

Telegrams may now be accepted for unoccupied France subject to the usual censorship regulations.

Acceptance of Telegrams for Gander, Argentia and Botwood

It is found necessary to again draw attention to the regulations which appear on pages 962 and 991 of the Post Office Circular, governing the acceptance of telegrams for the above named places as well as MARQUISE and STEPHENVILLE or any other places where similar conditions prevail.

No enquiries respecting the delivery of such telegrams will be made.

CENSORSHIP

(Status of Senders)

The following regulation which appears on page 1124 of the Post Office Circular, is repeated, as it is not being generally observed.

> "Owing to the number of transients passing through Newfoundland, it is becoming increasingly difficult for censorship officials to deal with telegrams, without incurring undue delay. In order to remedy this, it will be necessary to transmit, after the signature, the status of the sender of the telegram.
>
> "Senders of telegrams may be described as follows:
>
> Military
> Naval
> Mercantile Marine
> Airman
> Civilian Traveller
> Resident
>
> "These descriptions will not be transmitted beyond St. John's and must not be charged for or included in the check of the telegram."

Failure to observe this regulation results in undue delay in the handling of telegrams, as well as necessitating the exchange of service messages.

ACCOUNTING

War Savings Certificates

The following War Savings Certificates sent by registered mail to the addresses indicated have been undelivered and returned to Head Office:—

United Church of Canada per R. A. Milley	No Address.
Leroy Quinton	Roddickton.
Roy Weston Norman per Mrs. Henry Norman	Port Anson.
Rhodena Compagnon	Frenchman's Cove.
Dorothy Morgan	Riverdale.

If a Postmaster is able to make a delivery of any of the above would he kindly advise the Assistant Secretary by wire.

War Savings Stamps

It has come to notice that some offices do not keep sufficient supplies of War Savings Stamps on hand. Requisitions should be forwarded to Head Office for additional supplies in time to ensure that they will be received before the old supply is exhausted.

If any Postmaster finds that his credit limit is insufficient to meet the demands of the public, he should make application for an increase in his credit limit.

SUFFICIENT SUPPLIES OF WAR SAVINGS STAMPS MUST BE KEPT ON HAND TO MEET THE DEMANDS OF THE PUBLIC.

War Savings Remittance Forms

Postmasters are again reminded that the pink remittance form No. WSC1 must accompany all remittances for War Savings Certificates and Stamps.

Stolen U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Firstview, Colo.	19,233 to 19,400 inclusive.
Fort Worth, Sta. 16, Tex.	28,119 to 28,200
Garland, N.C.	114,507 to 114,600
Greenwood, South Greenwood Sta. S.C.	44,525 to 44,600
Lake Hiawatha, N.J.	22,834 to 27,000
Navajo, Ariz.	15,494, 15,523, 15,535 and 15,537 to 15,600.
Clermont, Ind.	60,001 to 62,000
Kalalock, Wash.	6,792 to 6,800
Tiger, Ga.	53,801 to 54,000

The above Money Orders if presented at a Newfoundland Office must not be paid.

POST OFFICE CIRCULAR.

THURSDAY, 17th SEPTEMBER, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

LEAVE OF ABSENCE

Mr. Patrick Sullivan, Messenger-Assistant, Placentia, has been granted leave of absence to join His Majesty's Navy as from the 15th September, 1942.

APPOINTMENTS

St. John's G. P. O. ... .Miss M. Jackman to be Counter Clerk as from the 1st September, 1942.

Botwood Wireless ... .Miss Winnie Kearley to be Messenger-Assistant as from the 1st September, 1942.

Fortune Harbour.... ....Mr. Wm. J. Carey to be Postmaster and Operator as from the 1st September,, 1942.

Laurenceton ... .Miss Hazel Tetford to be Postmistress and Telephone Attendant as from the 3rd September, 1942.

Botwood ... .Mr. Ralph Mills to be Messenger-Assistant as from the 5th September, 1942.

Port Aux Basques ... .Mr. Archibald Bungay to be Postmaster and Operator as from the 1st August, 1942.

Gander.... ....Mr. James Hogan to be Assistant as from the 27th August, 1942.

Flower's Cove ... .Miss Olive M. House to be Postmistress and Operator as from the 21st August, 1942.

Safe Harbour.... ....Mrs. Tobias Pinsent to be Postmistress and Telephone Attendant as from the 4th September, 1942.

Port Saunders.... ....Miss Rita Breton to be Messenger as from the 1st September, 1942.

Pilley's Island ... .Mr. Neville Butler to be Messenger-Assistant as from the 24th August, 1942.

Marquise ... .Mr. Thomas Rowsell to be Assistant as from the 4th September, 1942.

TRANSFERS

Marquise ... .Mr. C. J. Pearce, Postmaster and Operator, Flower's Cove. to be Assistant Marquise as from the 21st August, 1942.

Placentia ... .Mr. John Hann, Messenger-Assistant, Lamaline, to be Assistant Placentia, as from the 1st September, 1942.

RESIGNATIONS

Port Aux Basques ... .Mr. Gordon Billard, Messenger, effective the 31st August, 1942.

Bonne Bay.... ....Mr. Rex Roberts, Messenger, effective the 31st August, 1942.

Gambo ... .Miss Winnie Saunders, Messenger-Assistant, effective the 31st August, 1942.

Buchans ... .Mr. Harold Lane, Messenger, effective the 30th September. 1942.

Marquise ... .Mr. George Ross, Assistant, effective 3rd September, 1942.

St. John's, G.P.O. ... .Miss Jean Dewey, Counter-Clerk, effective the 31st August, 1942.

Botwood ... .Mr. Reginald Sharron, Messenger-Assistant, effective 31st August, 1942.

Cottles Island ... .Mrs. Arthur J. Anstey, Postmistress and Telephone Attendant, effective 30th September, 1942.

OFFICE OPENED

Chapel's Cove, C.B. ... .A Postal Telephone Office has been opened at Chapel's Cove, C.B., as from the 1st August, 1942. The nearest Money Order Office is Harbour Main. Telephone facilities have not been installed due to the shortage of material. Mrs. Thomas Terry has been appointed Postmistress.

MAILS

Communication with Prisoners of War and Civilian Internees in Japan and Japanese Occupied Territories

With reference to the notice under the above heading on page 1198 of the Post Office Circular of the 20th August, 1942, it should be noted that for the present letters and postcards cannot be accepted for service personnel whose last known location was Java or Sumatra.

Semi-Annual Statistics

The semi-annual Statistics which were taken last year in October will be taken this year in **November**. Statistical papers have gone forward to all offices.

Surface Letters from Personnel of British and Allied Merchant Ships

It has been agreed that surface letters from personnel of British and Allied Merchant Ships.

based on United Kingdom ports, shall be transmitted free of postage when adressed to the United Kingdom or Eire provided that:—

(1) Such letters do not exceed two ounces in weight.

(2) Such letters are written on the high seas and posted with the Master of the Ship concerned.

(3) Such letters are passed by the Master of the Ship, or his authorized agent, to Newfoundland Post Office in a sealed bag or packet for despatch.

Letters mailed under this arrangement will be enclosed in sealed bags or packets addressed to the G.P.O., London, which should not be opened by the Postmaster. The bag or packet should be enclosed in another bag or packet addressed to the Assistant Censor, St. John's or North Sydney whichever is the more convenient.

Individual letters may not be accepted free of postage from members of the Mercantile Marine.

THE UNTIDY OFFICE

Many of our Post Offices have recently been the subject of unfavourable comment by patrons due to the failure of Postmasters to keep their offices neat and clean. All the offices concerned are in receipt of an allowance for cleaning and Postmasters should, in the interests of the Department as well as themselves, see to it that their offices are kept clean. It should be unnecessary to stress the importance of a neat, well-kept office. Provision is made at every office for sufficient equipment and instructions to enable Postmasters to have a place for everything and everything in its place.

A general clean up of their offices by Postmasters and a resolve to keep clean would have a beneficial effect on the Service. It is possible that such a clean-up at offices may yield a substantial surplus of unused material to the StoresBranch, St. Johnh's.

ACCOUNTING

Stolen U. S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Goldville, S.C. ... 87,781 to 87,800 inclusive

Indianapolis, Speedway Br. Ind. ... 30,071 to 30,200 inclusive

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order Forms have been reported stolen:—

Okanagan Landing, B.C. ... 9559-080-14,118 to 9559-080-14,200

TELEGRAPHS

Gander Office Hours

Effective 5th September, 1942, office hours at Gander for the transaction of telegraph business, will be from 8 a.m. to 12 midnight. Office will be closed from 12 midnight to 8 a.m.

Change in Routing

Effective 5th September, 1942, Gander will repeat for Glovertown, Gambo and Benton. There will be no change in the checking arrangements for these offices for the present.

Teleprinter Operation

Operators should familiarize themselves with the instructions contained in the booklet "Teleprinter Operating Instructions" a copy of which was issued to all operators. Particular attention is called to the instructions respecting the transmission of figures and code words, message endorsements and operators records (number sheets).

Bait Intelligence

Commencing the 9th September, a daily report of bait conditions in their respective areas, will be telegraphed by the Postmasters of the following offices, on behalf of the Department of Natural Resources:

Dildo	Holyrood
Cape Broyle	St. Joseph's
Baine Harbour	St. Mary's
English Harbour West	Rencontre East
Rencontre West	Bonavista
Twillingate	Englee
Fogo	

These reports will be by collect message addressed, "BAIT", Natural Resources and charged for at the rate of .15 cents for ten words or less and .01½ cent for words in excess of ten.

August Telegraph Traffic

	1941	1942	Increase	Decrease
Paid telegrams (includes priority)	73,421	71,436	.....	1,985
Priority	8,210	9,707	1,497	.....
Phono-telegrams	1,312	1,392	80	.....
Total paid traffic	74,733	72,828	.....	1,905
Deadhead and Service messages	8,232	7,852	.....	380
Telegram equivalent Public Despatch	3,060	3,390	330	.....
Total traffic	86,025	84,070	.....	1,955

Fines were imposed upon fourteen officials in connection with errors, delays and failures.

POST OFFICE CIRCULAR.

THURSDAY, 1st OCTOBER, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Placentia ... .Mr. Charles Collins, to be Messenger as from the 16th September, 1942.

Port Aux Basques ... .Mr. William Skeard, to be Messenger as from the 12th September, 1942.

Bonne Bay ... .Mr. Ralph Burden, to be Messenger as from 1st September, 1942.

Gambo ... .Miss Venus Lush to be Messenger-Assistant as from the 1st September, 1942.

Lamaline ... .Miss Catherine Cooper, to be Messenger-Assistant, as from the 1st September, 1942.

Bay Roberts.... ....Mr. Wilfred Mercer, Messenger, who resigned to join the Newfoundland Militia, was rejected and has been reappointed as from the 16th September, 1942.

Cape Charles, Lab..... ....Mr. Thomas J. Pye, to be Postmaster as from the 1st September, 1942.

Whitbourne ... .Mr. George Suley, to be Messenger as from the 17th September, 1942.

Glenwood ... .Miss Mary Wall, to be Postmistress and Operator, as from the 17th August, 1942.

Brookfield ... .Miss Wilhelmina Stockley to be Postmistress and Telephone Attendant as from the 5th September, 1942.

Shoal Harbour.... ....Miss Eleanor Butler, to be Postmistress and Telephone Attendant as from the 17th September, 1942.

North Sydney Assorting Office ... .Mr. Donald Evelly, Assistant, who was granted leave of absence to join the Canadian Forces, was rejected, and resumed duty on the 14th September, 1942.

RESIGNATIONS

Buchans.... ....Mr. Harold Lane, Messenger, effective 30th September, 1942.

Botwood ... .Mr. Eric Lanning, Messenger, effective 22nd September, 1942.

St. John's Registry and Typing Branch — Miss Margaret Murphy, Stenographer, effective from the 19th September, 1942.

Carbonear — Mr. R. A. Marshall, Messenger, effective 30th September, 1942.

Buchans — Mr. F. Murrin, Assistant, effective 18th September, 1942.

Bishop's Falls — Mr. George Toms, Messenger, effective 19th September, 1942.

Brookfield — Miss Sadie Roberts, Postmistress and Telephone Attendant, effective 4th September, 1942.

TRANSFERS

Harbour Deep — Miss Marie Rice, Messenger-Assistant, Pilley's Island, to be Postmistress and Operator, Harbour Deep, as from the 3rd September, 1942.

OBITUARY

The Department regrets to announce the death of Mrs. Michael Gregory, Telephone Attendant, Brigus South, on the 5th September, 1942.

Mrs. Gregory entered the Postal Service on the 1st February, 1935.

OFFICE OPENED

North Side, Norris Arm — A Telephone Office was opened on the 1st August, 1942. Mr. John Langdon has been appointed Telephone Attendant. The Telegraph Connecting Office is Norris Arm.

NOTICE

The Department requests information as to the number of Widows employed in this Department who have children depending on their earnings.

Officials concerned are requested to furnish this information as soon as possible.

OFFICES OPENED

Canadian Army Post Offices have been opened at the following places:

C.A.P.O. No. 4—Gander, opened on the 1st August, 1942.

C.A.P.O. No. 5—Torbay, opened on the 15th September, 1942.

These offices will have full Postal facilities and Money Orders issued by these offices on any Newfoundland Office should be honoured in the usual way.

MAILS

Letters to Prisoners of War in the Far East

Reference is made to a notice in the August 20th Post Office Circular regarding communication with prisoners of War in certain Japanese-occupied territories, in which it was indicated that the name and address of the sender should appear on the back of all letters for these prisoners.

It should be noted, however, that if the sender is serving with the British or allied forces, whether in Newfoundland or abroad, he must on no account give the address of the unit; instead, the address of a relative or friend should be shown, who would be willing to send on any letters received from the prisoner.

ACCOUNTING

Radio Licences

Considerable difficulty is experienced at Head Office in connection with copies of Licences received from various offices. Many of these copies are prepared in such a manner that the name and address of the licencee is not distinct.

Postmasters should ensure that the carbons used should give a clear and distinct impression. It is of the utmost importance that the name and address be clearly written or printed to ensure that the correct entry may be made in the records at Head Office.

Delay in Forwarding Accounts

The attention of Postmasters is again called to the necessity for forwarding accounts to Head Office promptly. These accounts must be forwarded, if possible, by next mail following the closing date of account. This may not be possible with the larger offices, but there is no excuse whatever for accounts being delayed for three weeks or a month as has been the practice with some small offices, thereby delaying the work of completing accounts at Head Office.

Postmasters incurring undue delay in forwarding the accounts for their offices show slackness in the performance of their duty and render themselves liable to disciplinary action.

Transfer of Money by Telegraph to Members of H.M. Forces and Auxiliary Services in the United Kingdom

Arrangements have been made whereby Money not in excess of £10 may be sent by Telegraph from Newfoundland to the Money Order Department, General Post Office, London, England, for payment to members of the Royal Navy, Royal Air Force, Royal Artillery and other branches of the Active Service Forces and to members of the Newfoundland Forestry Units and Mercantile Marine serving in Great Britain. The procedure will be as follows:

1. **Ascertain Telegraph Costs**

   Upon receipt of an application from the member of the public to send money by telegraph under this arrangement the Postmaster must Telegraph the Chief Accountant in the following form:

   Chief Accountant,
   G.P.O.,
   St. John's.

   (Name of sender) wishes telegraph (amount in words) to (No. Name R.N., R.A., or R.A.F., etc., full address) please advise costs.

   POSTMASTER

2. **Collect from Sender**

   Upon receipt of the Chief Accountant's reply the Postmaster must collect from the sender the amount to be sent plus the commission the costs as advised by the Chief Accountant. For example if £6. 14s were being sent and the telegraph charges amounted to $2.05 the Postmaster would collect from the sender $32.37 as follows:

Amount to be sent £6.14s	$29.95
Commission	.37
Telegraph Costs	2.05
Total	$32.37

3. **Prepare Telegram of Advice to Chief Accountant**

   After the amount has been collected a telegram of Advice must be sent to the Chief Accountant, G.P.O., as follows:

   Chief Accountant, G.P.O.,
   St. John's.

   Please transfer by telegraph to the United Kingdom the sum of ..... pounds ..... shillings .... pence for payment to (full name and address of

payee, including regimental number, if any) on account of (name of sender) stop (total amount collected including charges and commission) dollars, etc., collected to cover.

4. **Prepare Special Issue Sheet Form A** (Form No. .....).

Money transferred by telegraph under this arrangement will not be listed on the regular Issue Sheet. The number to be used will be given by Head Office, when the transaction is completed. The particulars must then be written on Special Issue Sheet A.

The total of Special Issue Sheet A with the commission will be added to the regular Issue Sheet.

The total of the regular Issue Sheet will then be ready to enter at items 2 and 3 of the report form 1018.

NOTE—The commission to be collected is that which would be charged on the amount to be transmitted to Great Britain: Commission should not be collected in respect of the telegraph charges, see example in 2 above. To ensure that the transaction has been completed by Head Office, Postmasters should request the number, if not given after a reasonable time has elapsed, as messages sometimes fail in transmission. A receipt from the official receipt book should be given to the sender, for the amount received to cover the Money Order.

TELEGRAPHS

Expeditionary Force Messages (Via Imperial)

Effective on October 1st, 1942, this Service will be available to Iceland and Feroe Islands. Rate—.82 cents which includes government tax.

Examination of Telegrams

Attention is drawn to the following extracts from the regulations governing the examination of telegrams for evidence of transmission, etc., and the exchange and confirmation of daily number reports, which appear on pages 278 and 279 of the Post Office Circular of the 10th March, 1938:

A.—At regular intervals (hourly if possible) the sent file should be inspected to ascertain if all telegrams sent since the last inspection bear the proper evidence of transmission.

B—The number on telegrams sent and received are to be examined to see that none are missing and any errors discovered are corrected.

C—Numbers are to be compared daily between offices at closing.

D—If through any unavoidable cause numbers cannot be exchanged on the date of transmission, comparison must be made on the following morning.

POST OFFICE CIRCULAR.

THURSDAY, 15th OCTOBER, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Lomond ... Miss Mabel Reid to be Postmistress and Telephone Attendant as from the 1st October, 1942.

Safe Harbour ... Mr. Sidney Granter to be Postmaster and Telephone Attendant as from the 1st October, 1942.

Deer Lake ... Mr. James White to be Messenger as from the 1st October 1942.

Stephenville ... Mrs. Hugh White to be Assistant as from the 1st October, 1942.

Buchans ... Mr. Harold Lane, Messenger, whose resignation was to take effect as from the 30th September, 1942, has withdrawn his resignation and has been reappointed as from the 1st October, 1942.

Bishop's Falls ... Mr. Reginald Wiseman to be Messenger as from the 24th September, 1942.

Goulds, St. John's West ... Mrs. Vincent Barton to be Postmistress as from the 9th October, 1942.

Francois ... Miss M. Bagg to be Postmistress and Operator as from the 26th September, 1942.

Port Saunders ... Mrs. L. C. White to be Postmistress and Operator as from the 20th September, 1942.

Grates Cove ... Mrs. Vina Meadus to be Postmistress and Telephone Attendant as from the 11th September, 1942.

Stephenville Crossing ... Miss Mollie McIsaac, to be Assistant as from the 16th July.

RESIGNATIONS

Port au Port ... Miss Susan Miller, Postmistress and Operator, effective 30th September, 1942.

Goulds, St. John's West ... Mrs. William O'Rielly, Postmistress, effective 30th September, 1942.

Deer Lake ... Mr. A. Hewlett, Messenger, effective 30th September, 1942.

Stores Branch, Head Office ... Mr. A. H. Andrews, Clerk, effective 30th September, 1942

DISMISSALS

Topsail ... Mr. T. M. Smith, Assistant, effective 9th September, 1942.

Gates Cove ... Miss Sara Benson, Postmistress and Telephone Attendant, effective 10th September, 1942.

TRANSFER

Buchans ... Miss P. Coady, Assistant Stephenville, to be Assistant Buchans, 21st September, 1942.

Port Au Port ... Miss Blanche McDonald, Assistant Stephenville Crossing, to be Postmistress and Operator as from the 1st October, 1942.

Howley ... Miss Josephine Pynn, Assistant Bonne Bay, to be Postmistress and Operator as from the 19th September, 1942.

Stephenville Crossing ... Miss D. B. Scammell, Postmistress and Operator Howley, to be Postmistress and Operator Stephenville Crossing, as from the 22nd September, 1942.

OFFICE OPENED

Lomond ... The Money Order-Telephone Office was reopened on the 1st October, 1942.

St. Julien's ... The Seasonal Wireless Office at St. Julien's will continue with wireless facilities on a permanent basis.

MAILS

Parcel Post Rates

Due to the change which has been made in the Routing of Parcel Post despatched from Newfoundland to certain countries in the South Atlantic, it has been found necessary to revise the Parcel Post Rates to the following countries: Antigua, Bahamas, Barbados, Barbuda, British Guiana, British Honduras, British Virgin Islands, Columbia, Dominica, Granada, Jamaica, Montserratt, Nevis, Rendonda, St. Christopher, St. Kits, St. Lucia, St. Vincent, Trinidad and Tobago, Venezuela.

The rates are as follows:

Up to 1 lb.	76 cents
From 1 to 2 lbs.	1.03 "
From 2 to 3 lbs.	1.30
From 3 to 4 lbs.	1.57
From 4 to 5 lbs.	1.84
From 5 to 6 lbs.	2.11
From 6 to 7 lbs.	2.38
From 7 to 8 lbs.	2.65
From 8 to 9 lbs.	2.92
From 9 to 10 lbs.	3.19
From 10 to 11 lbs.	3.46

No Airgraph Service to South Africa

All concerned are asked to note specially that there is no Airgraph Service in operation either to civilian or military addressed in the Union of South Africa.

Airgraph messages addressed to South Africa are not to be accepted until further notice, and persons attempting to mail such messages should be warned that there is no Airgraph Service to South Africa in operation at present.

Certificate of Disinfection Must Accompany Parcels of Second-hand or Used Clothing Addressed to the Republic of Honduras

The Postal Administration of the Republic of Honduras advise that all parcels originating in other countries addressed to the Republic of Honduras, containing second hand or used clothing, must be accompanied by a certificate of disinfection issued by the competent authorities of the countries of origin.

Postmasters will please make a note to this effect in their Tariff Book.

TELEGRAPHS

Telegraph Traffic September

	1941	1942	Increase	Decrease
Paid telegrams (includes priority)	67,229	69,137	1,908	.....
Priority	8,032	9,765	1,733	
Phono–Telegrams	1,073	1,426	353	
Total paid traffic	68,302	70,563	2,261	.....
Deadhead and Service messages	7,647	8,991	1,344	.
Telegram equivalent Public Despatch	3,650	2,860	. .	790
Total traffic	79,599	82,414	2,815	..

Fines have been imposed upon seven officials in connection with errors, delays and failures.

Aircraft Detection Service

Twenty-four hour continuous services will be resumed at Placentia as from October 1st, 1942.

Acceptance of Telegrams for Transmission

All telegrams accepted for transmission over the Newfoundland Postal Telegraph System are subject to the following conditions:

The Secretary of the Department of Posts and Telegraphs may decline to forward the telegram, though it has been received for transmission; but in case of so doing shall refund to the sender the amount paid for its transmission. In case the telegram shall never reach its destination by reason of any neglect or default of the Secretary of the Department of Posts and Telegraphs or his servants whilst the telegram remains under the control of the Secretary of the Department of Posts and Telegraphs, he will refund the amount paid by the sender for such telegram.

The Secretary of the Department of Posts and Telegraphs shall not be liable to make compensation beyond the amount refunded as above for any loss, injury or damage arising or resulting from the non-transmission or non-delivery of the telegram, or delay or error in the transmission or delivery thereof howsoever such transmission, non-delivery, or delay or error shall have occurred.

The control of the Secretary of the Department of Posts and Telegraphs over the message shall be deemed to have entirely ceased for the purpose of these conditions at any point where, in the course of transit of the telegram to its destination, it may be entrusted by the Secretary of the Department of Posts and Telegraphs (and the Secretary of the Department of Posts and Telegraphs shall have full power to entrust the telegram) for further transmission by or through any system belonging to or worked by any administration or authority not controlled by the Secretary of the Department of Posts and Telegraphs exclusively, although worked as a part or in connection with the system or service of the Newfoundland Postal Telegraphs.

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during March 1942.

Office	No. of Errors	No. of Money Orders Issued and Paid During March 1942
Argentia	9	1,915
Bay L'Argent	6	152
Botwood	4	650
Buchans	7	1,000
Burin	8	357
Carbonear	6	605
Clarenville	7	247
Corner Brook	7	1,834
Fortune Harbour	9	76
Fox Harbour	9	196
Gambo	13	356
Gander	7	1,297
Glovertown	4	190
Gooseberry Cove	5	78
Grates Cove	6	70
Harbour Grace	7	645
Haystack	7	22
Holyrood	4	93
Kelligrews	5	46
Lewisporte	9	344
Marquise	5	1,025
Marystown	8	250
Newstead	4	60
Nipper's Harbour	4	67
Northern Arm	5	36
Old Perlican	5	86
Pouch Cove	4	14
St. Brendan's	4	211
St. John's General	11	5,557
Stephenville	9	571
Stephenville Crossing	5	407
Windsor	8	349

Total No. of Orders Issued during Ma..	31,467
Total No. of Orders Paid during March	14,418
	45,885
Total No. of Errors	440
Percentage of Errors	.96
i.e. approximately 10 Errors for each 1,000 Orders issued and paid.	
Total No. of Figure Errors	329
Percentage of Figure Errors	.72
i.e. approximately 7 Errors for each 1,000 Orders issued and paid.	

Telegraph Expressage

It has been observed that some Postmasters take Debit and Credit for telegraph expressage at space 4 and 23, of their telegraph statement, respectively.

The correct procedure is to deduct the amount of expressage from the total cash item for the day in which expressage occurs. This will reduce the cash remittance and no other entry will be necessary.

In the case of Debit expressages, the amount of the expressage must be added to the day's items on which the expressage occurs and not entered at space 4.

POST OFFICE CIRCULAR.

THURSDAY, 29th OCTOBER, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

OBITUARY

The Secretary and Staff of the Department of Posts and Telegraphs have learned with deep regret of the death in the service of his country of Mr. H. F. Cutler, Mail Officer on board S.S. Caribou, when this ship was lost as a result of enemy action on the 14th October in the Cabot Strait.

Mr. Cutler entered the service in November, 1913, and was a competent official greatly esteemed by his colleagues.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Harbour Breton ... .Miss Meta Herriot, to be Messenger Assistant as from the 1st October, 1942.

Musgrave Harbour ... . Miss Agnes Power, to be Postmistress and Operator as from the 1st October, 1942.

St. John's Instrument Room .. .. Mr. Robert Benson to be Learner, as from the 9th October, 1942.

Clifton, T.B. ... .Miss Vinie Penney, to be Telephone Attendant as from the 1st November, 1942.

RESIGNATIONS

Safe Harbour ... .Mrs. Tobias Pinsent, Postmistress and Telephone attendant, effective 30th September, 1942.

Clifton, T.B. ... .Mr. A. Duffitt, Telephone Attendant, effective 31st October, 1942.

Windsor.... ....Mr. Dominic Murphy, Messenger, effective 15th October, 1942.

Burin ... .Miss Marjorie Ross, Messenger, effective 5th November, 1942.

Coachman's Cove ... .Miss Marie Fahey, Postmistress and Telephone Attendant, effective 30th September, 1942.

Wellington ... .Mrs. J. Parsons, Telephone Attendant, effective 31st October, 1942.

Burin Bay Arm ... .Mrs. R. J. Broydell, Postmistress and Telephone Attendant, effective 31st October, 1942.

Bell Island ... .Mr. Hunter Butler, Messenger, effective 31st October 1942.

Leading Tickles ... .Miss Ruth Alcock, Postmistress and Telephone Attendant, effective 31st October, 1942.

TRANSFERS

Placentia ... .Mr. Albert Holley, Messenger Assistant, Harbour Breton, to be Night Operator, Placentia, as from the 1st October, 1942.

Gaultois ... .Mr. S. N. Spencer, Postmaster and Operator, Harbour Breton, to be Postmaster and Operator, Gaultois, as from the 27th September, 1942.

Jersey Harbour.... ....Mr. Albert Sodero, Postmaster and Operator, Francois, to be Postmaster and Operator Jersey Harbour, as from the 13th October, 1942.

Harbour Breton ... .Mr. N. J. Boyce, Postmaster and Operator, Jersey Harbour, to be Postmaster and Operator Harbour Breton, as from the 13th October, 1942.

Bonne Bay.... ....Miss Susie Way, Postmistress and Operator Port Saunders, to be Assistant Bonne Bay, as from the 19th September, 1942.

CONVERSION OF OFFICE

Isle Aux Morte ... .The Postal Telephone Office at Isle aux Morte was converted to a Telegraph Office on the 19th October, 1942. The Telegraph Call Letters are "RQ"

WAR BONUS FOR CIVIL SERVANTS

A revision of the War Bonus, as outlined on pages 1098 and 1102 of the Post Office Circular, has been approved. The new rate of Bonus will have effect as from the 1st August, 1942, and will apply to officials (a) with salaries from $480.00 per annum (women) and $600.00 per annum (men) upwards and (b) with salaries lower than $480.00 per annum (women) and $600.00 per annum (men).

The revised reward is as follows:

(a) Salary Range	Married Men	Single Men	Women
$ 480. to $1,200. p.a.	.....	.....	$12.50 p.m.
600. to 1,500 p.a.	$20.00 p.m.	$12.50 p.m.	
1,201. to 2,000. p.a.	.....	.....	10.00 p.m.
1,501. to 2,500. p.a.	10.00 p.m.	10.00 p.m	
2,001. to 2,700. p.a.	.....	.....	7.50 p.m.
2,501. to 3,000 p.a.	10.00 p.m.	7.50 p.m.	.....

(b) Salary Range	Married Men	Single Men	Women
Less than $480. pa.	.....	.....	30%
Less than $600. p.a.	40%	30%	.....

The following conditions apply:—

(1) Officials in receipt of free board and lodgings are to be paid one half of the approved War Bonus rates.

(2) In the case of low salaried officials now to receive bonuses calculated on a percentage basis no bonus payable under this revision shall be less than that payable under previous authorities.

(3) War Bonus is not regarded as a pensionable emolument.

The adjustment of August and September War Bonus due to monthly salaried officials will be made on their October cheques.

The adjustment for War Bonus due to quarterly paid officials will be made on the December quarterly cheques.

STATISTICS

Post Office Circular dated December 17th contains a notice of the semi-annual statistics being taken in the month of November. The following instructions are reprinted from Post Office Circular of March 12th, 1942:—

"Statistical instructions contained in the Post Office Circular of the 10th October 1940, the following:—

"Repeated errors by some Postmasters in their statistical records point to a disregard of instructions which have appeared in previous issues of the Post Office Circular. The Post Office Circular of the 7th March, 1940, refers to the Post Office Circular of the 12th October 1939. The Post Office Circular of the 12th October 1939, in part, reads: 'Postmasters will note that whereas on the monthly traffic report the record of Dutiable Parcels (delivered) only is taken, in the semi-annual statistics foreign non-dutiable parcels (delivered) on form 1213, as well as dutiable parcels (delivered) on form 1212, are accounted for. In the monthly traffic report the Telegraph and Phonotelegraphic cash are only City Receipts; the semi-annual statistics provide for the entering of the gross telegraph and phonotelegraphic cash."

Instructions governing the semi-annual statistics are contained in Post Office Circular dated the 9th March, 1939 and Circulars of previous dates. Monthly traffic report instructions will be found in Post Office Circular dated 13th July, 27th July and the 31st August, 1939.

MAILS

Treatment of Undeliverable Correspondence

The attention of Postmasters is drawn to the Notice under the above heading which appears on page 981 of the Post Office Circular which reads as follows:—

"All letters and postal packets which cannot for any reason be delivered must be endorsed on the front with the reason for non-delivery such as 'gone away,' 'refused', 'deceased,' etc., initialled by the officer making the endorsement and date stamped with the stamp of the office. The counter-signature of the Postmaster or Head Carrier is necessary where the endorsement has been made by an assistant or a Letter Carrier."

There should be no delay in the return of any item which it is known cannot be delivered.

Short Postage on Parcels

It has been observed that parcels, ordinary and insured, arriving at the Parcel Post Section, St. John's, from outport offices have been insufficiently pre-paid.

It is essential that Postmasters exercise greater care when accepting parcels to see that the proper postage has been paid. The Parcel Post rates will be found on pages 5, 9, 11, 15 of the Tariff Book.

In future where it can be definitely proven that parcels were accepted with insufficient postage the amount of the shortage will be charged back to the office despatching same.

TELEGRAPHS

Teleprinter Communication Established

Teleprinter communication was established with the Anglo-American Telegraph Company's Office, St. John's, 20th October, 1942.

Teleprinter communication was established with United States, Newfoundland Base Command, Message Centre, Fort Pepperrell, 20th October, 1942.

Labrador Seasonal Stations

Stations closed for the season as follows:

Smokey	17th October
Grady	18th October
Domino	19th October
Comfort Bight	20th October
Hawkes Harbour	22nd October
Fishing Ships Harbour	23rd October

Expeditionary Force Messages (Via Imperial)

The normal expeditionary Force Message Service texts shall be suspended for the period 7th to 27th December. For this period the following six texts will be available, of which, one **only** may be chosen for each message:—

1. A Merry Christmas and a Happy New Year. All well.
2. Love and best wishes for Christmas and the New Year. All well.
3. Love and best wishes for Christmas and the New Year to all at home. All well.
4. Love and best wishes for Christmas and the New Year from all at home. All well.
5. Love and best wishes for a Happy New Year. All well.
6. Every good wish for the New Year.

Cable Rates

The Anglo-American Telegraph Company advises that the following changes in rates will be effective at once, on traffic routed "via Anglo":

Bermuda and Turks Island	Full rate	44 cents per word
	L.C.	22 cents per word
	CDE	27 cents per word
Northern Rhodesia	Full rate	58 cents per word
	L.C.	29 cents per word
	CDE	35 cents per word
Southern Rhodesia	Full rate	52 cents per word
	L.C.	26 cents per word
	CDE	32 cents per word

N. L. T. rates are one third of the full rates with a minimum of twenty-five words.

ACCOUNTING

TO ALL MONEY ORDER OFFICES:

It has been observed that some Postmasters when issuing Telegraph Transfers hand the covering Money Order to the remitter. This is contrary to regulations and in many cases the result is a duplication of payment.

Postmasters are warned therefore that further breaches of the regulations resulting in duplicate payments will be the responsibility of the official concerned.

POST OFFICE CIRCULAR.

THURSDAY, 12th NOVEMBER, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Birchy Head ... .Mrs. James Goosney, to be Postmistress and Telephone Attendant from the 1st November, 1942.

Burin Bay Arm ... . Mrs. R. P. Broydell, to be Postmistress and Telephone Attendant as from the 1st November, 1942.

Trinity East ... . Miss Elizabeth Hogarth, to be Postmistress and Telephone Attendant as from the 1st November, 1942.

Leading Tickles ... . Miss Aggie Alcock, to be Postmistress and Telephone Attendant, as from the 1st November, 1942.

Windsor ... .Mr. Gordon Hunter, to be Messenger-Assistant as from the 16th October, 1942.

Grand Falls ... .Miss Hannah Price, to be Assistant, as from the 18th October, 1942.

St. John's Telegraphs ... .Mr. Clifford Langdon, to be Learner as from the 1st November, 1942.

St. John's G. P. O. ... .Mr. Newman Brewer, to be Porter as from the 3rd November, 1942.

St. George's ... .Mrs. Kathleen Pike to be Assistant as from the 3rd November, 1942.

Avondale ... .Miss Uriel Hannon, to be Postmistress and Operator as from the 1st November, 1942.

Cottles Island ... .Mrs. Arthur J. Anstey, Telephone Attendant, whose resignation was to take effect on the 30th September, has been re-appointed.

Deer Lake ... .Mr. Kevin Lequant to be Messenger as from the 28th October, 1942.

Seldom ... .Miss Eloise Rowe, to be Postmistress and Telephone Attendant as from the 1st November, 1942.

TRANSFERS

Topsail ... Mr. A. F. Molloy, Postmaster Gander, to be Assistant Topsail, as from the 3rd November, 1942.

Gander ... Mr. E. J. Milley, Assistant Corner Brook, to be Postmaster Gander, as from the 1st November, 1942.

DISMISSAL

Deer Lake ... Mr. James White, Messenger, was dismissed on the 27th October, 1942. Unsatisfactory service.

VACANCIES

English Harbour West ... Applications addressed to the Secretary of the Department of Posts and Telegraphs, will be received up to the 23rd November for the position of Postmaster and Operator, at a salary of $600.00 per annum, plus War Bonus.

Port Saunders ... Applications addressed to the Secretary of the Department of Posts and Telegraphs will be received up to the 23rd November for the position of Postmaster and Operator, at a salary of $600.00 per annum, plus War Bonus.

Burin ... Applications addressed to the Secretary of the Department of Posts and Telegraphs will be received by wire for the position of Postmaster at a salary of $840.00 per annum, plus War Bonus.

TRANSFER OF OFFICE

The Wireless Office at St. Julien's was transferred to Fishot on the 26th October, 1942.

OFFICE CLOSED

The Seasonal Post Office at Wadham's was closed on the 31st October, 1942.

LEAVE OF ABSENCE

The Department regrets to announce that, due to the difficulty in securing competent replacements, no further Leave of Absence can be granted Officials of this Department to enlist in His Majesty's Fighting Forces.

CORRECTION IN WAR BONUS

With reference to the War Bonus as outlined on page 1218 on the Post Office Circular, the Bonus for Married Men on the salary range $1,501. to 2,500 per annum should be $15.00 instead of $10.00 as quoted.

RULES FOR DISCIPLINE AND GUIDANCE OF CIVIL SERVANTS

It has been found necessary to repeat the following rules taken from the rules for Discipline and Guidance of Civil Servants.

(17) When illness extends beyond four days a certificate of a duly qualified medical practitioner must be furnished stating the nature of the officer's illness and the probable date of resumption of duty. If the officer is unfit for duty at the expiration of the period indicated by such certificate, the certificate must be renewed.

(18) The number of days for which pay may be given without a Medical Certificate may in no case exceed seven in any period of twelve months.

BIRTH CERTIFICATES REQUIRED ON APPOINTMENTS

In spite of repeated requests through the medium of the Post Office Circular many officials, who receive appointments, have not forwarded their Birth Certificates to the Staff Clerk. As repeated in several Post Office Circulars it is essential that the date of Birth of all officials should be entered in the Staff records.

Birth Certificates will be returned after they have been entered in the staff record and checked by the Auditor. It is pointed out that some time might elapse between the time the certificate is received and returned; this is due to the fact that the Auditor may be absent from this Department on other duties.

MAILS

Compensation for Lost Registers

Information printed on the back of the Registered envelopes, which are sold by Post Offices does not give the maximum amount of compensation which may be paid in respect of a lost register; this may leave the impression with the general public that the amount of compensation is unlimited.

Under the Act of 1926 the indemnity to be paid in respect of a duly registered article, whether such loss shall happen within or without Newfoundland, shall not exceed the sum of twenty-five dollars. This amount will only be paid after a thorough investigation by the Department.

It is known that instances have occurred where the Registration Service has been used for amounts greatly in excess of this amount. Although this practice is not irregular the sender assumes the risk by mailing money without the necessary protection.

Where it is possible, or where he has been consulted, the Postmaster should suggest to the sender that he should avail himself of the Money Order Service which will give him full protection for large amounts of money.

TELEGRAPHS

October Telegraph Traffic

	1941	1942	Increase	Decrease
Paid Telegrams (includes priority)	65,964	72,081	6,117	.....
Priority	7,231	10,032	2,801	.....
Phono-telegrams	1,673	2,142	469	.....
Total paid traffic	67,637	74,223	6,586	.....
Deadhead and Service messages	8,850	9,109	259	.....
Telegram equivalent Public Despatch	3,730	2,780	.....	950
Total Traffic	80,217	86,112	5,895	.....

Fines were imposed upon six officials in connection with errors, failures and delays.

Aircraft Detection Service

On and from October 28th, 1942, twenty-four hour continuous watch service will be maintained at CHANNEL.

Cable Rates Hawaiin Islands

Effective November 1st, 1942, the rates on traffic" VIA ANGLO" will be as follows:

Honolulu and Oahu Island . . . . full rate ... . .38 cents per word

Hawaii, Kauai, Lanai, Maui, Molokai . . . . full rate ... . .53 cents per word

Deferred rates will be based upon the above full rates.

Telegrams for Persia and Iraq Forces (Via Imperial)

Telegrams including expeditionary Force Messages addressed PAIFORCE (Persia and Iraq Forces) may be accepted and should be charged as for Middle East Forces. These charges are EFM seventy cents including tax and other categories as for Egypt first Zone.

ACCOUNTING

Stolen U.S. Postal Money Order Forms

The following U.S. Postal Money Order Forms have been reported stolen:

Kalaloch, Wash ... . 6,792 to 6,800 ..... July 29th, 1942.

Richmond (Southside Sta.).... .... 304,637 to 304,646 ..... September 21st, 1942

Tiger, Ga. ... . 53,801 to 54,000 ..... August 6th, 1942.

Dana, Ill. ... . 62,951 to 63,000 ..... October 15th, 1942.

The above Money Orders if presented at a Newfoundland Office must not be paid.

Stolen U.S. Postal Money Order Forms Recovered

Fincastle, Ky. ... . 23,599 to 23,800 inclusive

POST OFFICE CIRCULAR.

THURSDAY, 26th NOVEMBER, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Botwood ... . Mr. Winston Philpott, to be Messenger-Assistant as from the 9th November, 1942.

Marysvale, Brigus ... .Mrs. Mary Fowler, to be Postmistress as from the 16th November, 1942.

Logy Bay.... ....Mr. Patrick Dyer, to be Postmaster as from the 14th November, 1942.

Placentia ... . Miss Gertie O'Brien, to be Assistant as from the 24th October, 1942.

Carbonear ... . Mr. William T. Churchill, to be Messenger as from the 8th November, 1942.

Bell Island ... .Mr. Silas Ivany to be Messenger as from 1st November, 1942.

Cook's Harbour ... .Mr. Hubert Field to be Postmaster and Operator as from the 1st November, 1942.

TRANSFERS

Englee .. .. Mr. R. J. Fox, Assistant Botwood Wireless, to be Postmaster as from the 10th November.

OBITUARY

The Department regrets to announce the death of Mrs. Mildred Renouf, on the 8th November, 1942, at St. David's.

Mrs. Renouf was appointed Postmistress and Telephone Attendant at St. David's on the 5th July, 1928.

OFFICE OPENED

Logy Bay ... .A Post Office was opened at Logy Bay on the 14th November, 1942. There are no Money Order facilities. Mr. Patrick Dyer has been appointed Postmaster.

VACANCIES

Glovertown ... .Applications addressed to the Secretary will be received up to the 28th November, 1942, for the position of Postmaster and Operator. Salary $600.00 per annum plus War Bonus.

Oderin ... .Applications addressed to the Secretary will be received up to the 28th November, 1942, for the position of Postmaster and Operator, at a salary of $420.00 per annum plus War Bonus.

MAILS

Limit of Weight for Air Mail

The United States Post Office Administration has intimated that, as the volume of Air Mail now being received for transmission to points outside the Continental United States is greatly exceeding the facilities that are or can be made available for that purpose, it is necessary materially to reduce the weight of individual pieces of Air Mail so as to ensure the transportation by air of the greatest possible number of letters.

It is notified, therefore, that packages of merchandise, prints, etc., (except official packages) and letters weighing over 2 ounces will not be carried by air from the United States to any place in Europe, Africa, Asia or Hawai.

It follows, therefore, that, now the North Atlantic Air Service is discontinued, all Air Mail for Europe, Africa, Asia and Hawai must pass through the United States. In these circumstances Air Mail, i.e, letters in their usual form, posted in Newfoundland other than that addressed to the United States, Mexico, Central and South America, Canada, Carribean Islands, West Indies and Alaska, must not exceed 2 ounces in weight and packages of merchandise, prints, &c., for places outside the American Continent will not be accepted for conveyance by Air Mail.

Cessation of Summer and Commencement of Winter Courier Serices

Postmasters at the offices affected should note the cessation of summer Courier Services and the commencement of Winter Services as indicated below:

ROUTE 1

Summer Service to Cease:

(a) Holyrood to Salmonier; (b) Salmonier to St. Mary's; (c) Salmonier to Colinet.

The last trip will be made over these routes on Thursday, the 26th November.

Winter Service to Commence:

(a) Holyrood to Salmonier; (b) Salmonier to St. Mary's; (c) Salmonier to Colinet.

The first trip will be made on the 1st December and every Tuesday and Thursday thereafter until further notice.

Mails for these services will be despatched by the train leaving at St. John's 8.30 a.m. Tuesdays and Thursdays.

ROUTE 2

Summer Service to Cease:

(a) Heart's Content to Whitbourne.

The last trip will be made on Monday, the 30th November, 1942.

(b) Heart's Content to Carbonear and Brownsdale.

The last trip will be made on Wednesday, the 25th November, 1942.

(c) Heart's Content to Carbonear and Brownsdale.

The last trip will be made on Wednesday, the 25th November, 1942.

(c) Heart's Content to Brownsdale.

The last trip will be made on Saturday, the 28th November, 1942.

Winter Service to Commence

(a) Whitbourne to Green's Harbour.

(b) Green's Harbour to Heart's Content.

The first trip will be made on Friday, the 4th December, 1942, and every Monday and Friday thereafter until further notice.

(c) Heart's Content to Carbonear.

The first trip will be made on Wednesday, the 2nd December, 1942, and each Monday and Wednesday thereafter until further notice.

(d) Heart's Content to Brownsdale.

The first trip will be made on Tuesday, the 1st December, 1942, and each Tuesday and Thursday thereafter until further notice.

Mails for routes (a) and (b) will be despatched by the Expresses leaving St. John's Sundays and Thursdays, and for routes (c) and (d) by the Conception Bay train leaving St. John's Tuesdays and Saturdays.

ROUTE 3

Summer Service to Cease:

(a) Carbonear to Grates Cove.

The last trip will be made on Monday, the 30th November, 1942.

Winter Service to Commence:

(a) Carbonear to Ochre Pit Cove.

(b) Old Perlican to Ochre Pit Cove.

The first trip will be made on Friday, the 3rd December, 1942, and each Monday and Friday thereafter until further notice.

(c) Grates Cove to Old Perlican.

The first trip will be made on Thursday, the 3rd December, 1942, and each Tuesday, Thursday and Saturday thereafter until further notice.

(d) Bay de Verde to Old Perlican.

The Courier will make four trips a week to Old Perlican to connect with the outward and inward despatch of the Old Perlican to Ochre Pit Cove Courier and two trips a week to Red Head Cove.

ROUTE 4

Whitbourne to Bellevue

The last trip will be made on Friday, the 27th November, 1942.

Winter Service to Commence:

(a) Norman's Cove to Railway.

(b) Bellevue to Railway.

The first trip will be made on Friday, the 4th December, 1942, and every Friday thereafter until further notice.

ROUTE 5

Summer Service to Cease:

(a) Clarenville to Hickman's Harbour.

The last trip will be made on Monday, the 30th November, 1942.

(b) Milton to Thoroughfare.

(c) Thoroughfare to Deer Harbour.

The last trip will be made on Monday, the 30th November, 1942.

Winter Service to Commence:

(a) Clarenville to Britannia; (b) Britannia to Deer Harbour.

The first trip will be made on Monday, the 7th December, and every Monday thereafter until further notice.

(c) Milton to Burgoynes Cove.

The first trip will be made on Monday, the 7th December, and every Monday thereafter until further notice.

Effective on Monday, to 30th November and until further notice, mails for Britannia, Thoroughfare, Deer Harbour, Petley, will be despatched **via Clarenville** instead of via **MILTON.**

ROUTE 6

Summer Service to Cease:

(a) Keels to Plate Cove.

The last trip to be made on Monday, the 30th November.

Winter Service to Commence:

(a) King's Cove to Plate Cove.

(b) King's Cove to Keels.

The first trip will be made on Friday, the 4th December.

Mail Service Newfoundland Labrador

By agreement with the Canadian Postal Administration the following arrangements have been made for Service to Newfoundland Labrador:

1. The Canadian Winter Courier Service will terminate at Blanc Sablon and the Newfoundland Winter Service will start from there.
2. All mail for Newfoundland Labrador will be closed in sealed bags labelled "Forteau."
3. Forteau will be considered the Office of Exchange for all Canadian Parcel mail to and from Newfoundland Labrador as from the first December to the 30th April.
4. From the 1st May to the 30th November the Office of Exchange for all Canadian parcel mail to and from Newfoundland Labrador will be St. John's, Newfoundland.

Special attention is drawn to the notice on page 1098 of the Post Office Circular of the 22nd January, 1942, with reference to Air Mails to and from Labrador Offices during the Winter season.

Return of Mail Bags

Postmasters can perform a valuable service to the Department by sending all surplus empty mail bags to the General Post Office, St. John's, without delay.

With the approach of Christmas, this year, more than ever before, every single mail bag is urgently required to carry the enormous quantity of mail which is already flowing into Post Offices.

This is an urgent final appeal to Postmasters to return empty mail bags to the G.P.O. so that the Department will be able to utilize every available bag to handle the Christmas rush.

POST OFFICE CIRCULAR.

THURSDAY, 10th DECEMBER, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Keels .. ..Miss Anne Murphy, to be Postmistress and Telephone Attendant as from the 1st December, 1942.

Frederickton .. .. Miss Ruby C. Wheaton to be Postmistress and Telephone Attendant as from the 1st December, 1942.

Bonaventure .. .. Miss Elizabeth Vivian to be Postmistress and Telephone Attendant as from the 1st January, 1943.

St. David's .. .. Mrs. Stephen Chaffey to be Postmistress and Telephone Attendant as from the 25th November, 1942.

St. John's G.P.O. .. ..Mr. L. V. Billard to be Mail Clerk as from the 20th November, 1942.

St. Leonard's ... .Miss Nellie Leonard to be Telephone Attendant as from the 1st December, 1942.

RETIREMENTS

Keels . ...Mr. J. Hobbs, Postmaster and Telephone Attendant, effective 30th November, 1942.

Trinity East .. .. Mrs. L. C. Mills, Postmistress and Telephone Attendant, effective 31st October, 1942.

Seldom .. ..Miss F. E. Newell, Postmistress and Telephone Attendant, effective 31st October, 1942.

MAILS

Small Packet Service

There is reason to believe that the Staff is not sufficiently aware of, and therefore does not bring to the notice of the public, the fact that there is a SMALL PACKET SERVICE to many places abroad. The result is that the public often use the Parcel Post Service through ignorance of the fact that the cheaper SMALL PACKET SERVICE is available.

Full particulars with the table of postage for the Small Packet Service may be found on page 713 of the Post Office Circular of the 25th March 1940, and in the Postal Telegraph and Cable Rates book with which all Postmasters are supplied.

RATE OF POSTAGE

The postage on Christmas cards, unsealed, is two cents (.02c).

ADDITIONAL POSTAL SERVICE DUE TO WAR CONDITIONS

AIRGRAPH

(a) To Armed Forces serving in the UNITED KINGDOM and the following ..... .10c.

Middle East Force (Cyprus, Egypt, Anglo-Egyptian Sudan, Syria, Palestine and Transjordan)	Iraq
East African Force (Kenya, Uganda, Tanganyika and Zanzibar)	Madagascar
Aden	Mauritius
British Somaliland	Northern Rhodesia
Ceylon	Nyasaland
Ethiopia (Abyssinia)	Seychelles
India	South Africa
Iran (Persia)	Southern Rhodesia
	Occupied Territory of Eritrea
	Occupied Territory of Italian Somaliland (Somalia)

(b) Send by personnel of Newfoundland, Canadian, British and Allied Armed Forces serving in Newfoundland to Civilians in the UNITED KINGDOM and the following places ..... .10c

Aden	Mauritius
Anglo-Egyptian Sudan	Northern Rhodesia
Bahrein	Nyasaland
British Somaliland	Palestine
Ceylon	Seychelles
Cyprus	South Africa
Egypt	Southern Rhodesia
India	Tanganyika Territory
Iraq	Transjordan
Kenya and Uganda	Zanzibar

NOTE:—Rank, Unit and Service must be included in sender's address.

(c) Sent by Civilians to Civilians in the UNITED KINGDOM and places listed in (b) .20c.

ARMED FORCES AIR LETTERS

Air Letters to Newfoundland, British and Allied Armed Forces Overseas on special Armed Forces Air Letters Form no matter to what place addressed .10c.

NOTE:—Armed Forces Air Letters addressed to Civilians will not be forwarded.

COMMUNICATIONS WITH PRISONERS OF WAR INTERNED ABROAD

Letters and Postcards—ordinary transmission ..... Free

Letters and Postcards—by air mail—not on special form ..... .25c. per ½ oz.

Next-of-Kin (Personal) Parcels—once every three months to Prisoners in enemy or enemy-occupied territory ..... Free

Parcels for Prisoners in neutral countries—no restrictions as regards frequency or next-of-kin ..... Free

Parcels sent by publishers, booksellers and other business concerns (holding Permits) on orders from relatives and friends—without restrictions as regard next-of-kin or frequency of mailing ..... Free

Newspapers and Periodicals may be sent in same way as books to Prisoners in Neutral countries but not in enemy territory ..... Free

Tobacco and cigarettes sent by special arrangements with The Imperial Tobacco Co., Ltd., to Prisoners of War and interned Civilians in enemy and enemy-occupied countries, and to Prisoners in neutral countries without restrictions as to next-of-kin or frequency of mailing ..... Free

Special Air Letter Cards for correspondence with Prisoners of War in Germany and Italy ..... .10 cents

REGULATIONS CONCERNING COMMUNICATION WITH PRISONERS OF WAR INTERNED ABROAD

These regulations have now been amended to allow the inclusion of the following food items in parcels sent to Prisoners of War by their next-of-kin:

(1) Dehydrated fruits and berries up to one pound in weight.
(2) Dehydrated soups up to one-half pound.
(3) Shelled nuts up to one pound.
(4) Hard Chocolate and/or cocoa up to two pounds.
(5) Coffee up to one pound.
(6) Tea up to one-quarter pound.
(7) Sugar or hard candies up to two pounds.
(8) Dried chipped beef up to one-quarter pound.
(9) Spices up to two ounces.
(10) Curry powder up to two ounces.

Senders may not substitute one food item for another in their parcels; for instance, they may not enclose an extra pound of chocolate to replace a pound of nuts.

The individual items should be packed, as far as possible, in cellophane bags; but paper containers or thin wooden boxes (the latter preferably with sliding tops) may be used, if necessary, for proper packing.

In making up the parcels it must be remembered that they will undergo thorough examination by the German or Italian Censorship. In order to avoid undue delay in delivery the contents should therefore be arranged so that their examination will not be made unnecessarily difficult.

Where possible, the contents should be placed in strong cardboard boxes and wrapped in heavy paper. It has been found that numbers of parcels are still being damaged in transit as the result of improper packing.

Attention is also directed to the following changes with respect to the non-food items permitted: Since markings of any kind are regarded by enemy censors as possible communications in code, plain linen or canvas for embroidery should not carry patterns. Only striped pyjamas should be included in parcels to combatant prisoners of War in Germany, since it is claimed by the German authorities that suits of plain color have been used as civilian clothing in attempts to escape.

Combs or brushes and such personal items should, where possible, be made of wood or plastics rather than of metal.

MAILS

Christmas Mails for Newfoundland Except St. John s

(a) For places on the main line of Railway including Bonavista Branch, Noon on Tuesday, the 15th December, 1942.
(b) For places on the Avalon Peninsula, Noon on Wednesday, the 16th December, 1942.
(c) For places on the Placentia Bay West route including Fortune and Grand Bank, 9.30 p.m. on Saturday, the 12th December, 1942.
(d) For places in Notre Dame Bay, Noon on Wednesday, the 16th December, 1942.
(e) For places in Notre Dame Bay South and Fogo District, Noon on Wednesday, the 16th December, 1942.

The above particulars refer to mail matter of all kinds (letters, cards, printed paper and parcels).

In the event of serious interference with trains and steamer services as a result of unfavourable weather conditions, mail posted "In time" on the basis of the above schedule may not actually be delivered until after the 25th December, 1942.

Closing Date of St. John's Mail

Latest posting dates at the St. John's General Post Office, East and West End Branch Post Offices for delivery in the City of St. John's on or before the 24th December, 1942:—

Parcels, 5 p.m. Saturday, the 19th December, 1942.

Letters and Cards, etc., 5 p.m. Sunday, the 20th December, 1942.

NOTE—To meet the convenience of the public an official will be on duty at the General Post Office up until Midnight on Friday, the 18th, and Saturday, the 19th December, for the purpose of selling postage stamps.

The general public are being requested to address all correspondence to street address and number, otherwise Department cannot guarantee delivery before Christmas Day.

Outport Postmasters should arrange to have Christmas mail, for delivery in St. John's, arrive not later than **Saturday, the 19th December.**

Christmas Mail for Abroad

The latest times of posting in St. John's of mails addressed to the undermentioned countries in time for delivery by Christmas are as follows:

(1) UNITED STATES OF AMERICA:

(a) Central and Western States—

Letters, Cards and Printed papers—Saturday, 12th December, 1942.

(b) Eastern States—

Letters, Cards and Printed papers—Noon Tuesday, 15th December, 1942.

(2) CANADA:

(a) Western Provinces—

Letters, Cards and Printed papers—9.30 p.m. Saturday, 12th December, 1942.

(b) Central Provinces—

Letters, Cards and Printed papers—9.30 p.m. Saturday, 12th December, 1942.

(c) Maritime Provinces:

Parcels, 5 p.m. Saturday, 12th December, 1942.

Letters, Cards and Printed papers—Noon, Thursdays, 17th December.

TELEGRAPHS

Expeditionary Force Message Service (via Commercial and Anglo)

The normal Expeditionary Force Message Service is suspended for the period 7th to 27th December inclusive. During this period the six texts which appear on page 1220 of the Post Office Circular under this Service Via Imperial, will be available, of which, one only may be chosen for each message.

This Service will also be available to and from Canada Via Commercial and Anglo during the same period. Such messages accepted from Naval Personnel must first have been passed by the Naval Censor on board the sender's ship or at a Fleet Mail Office.

Rate—.70 cents which includes government tax.

Apart from the special conditions stated above, the conditions governing the normal service will apply.

Rates to Hawaiian Islands (Via Imperial)

The following are the new rates from Newfoundland to the Hawaiian Islands "VIA IMPERIAL":—

	Full rate	CDE
Hawaii, Kanuai, Lanai, Maui and Molokai Islands....	53	32 cents per word
Honolulu and other Offices	38	23 cents per word

The necessary alterations should be made in the Rate booklets and sheets.

Bait Intelligence

Daily reports by telegraph from Postmasters at certain offices of bait conditions in their respective areas, which began on the 9th September, was discontinued after the 19th November.

Date Stamping Telegrams

All telegrams accepted by Postmasters must be immediately dated with the office Date Stamp The necessity of date stamping telegrams cannot be too strongly stressed.

POST OFFICE CIRCULAR.

THURSDAY, 24th DECEMBER, 1942

Issued by Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

I take this opportunity to convey to all officials of the Department of Posts and Telegraphs my own good wishes and those of the Headquarters Staff for a happy and successful Christmas and a prosperous New Year.

J. HAIG-SMITH,
Secretary.

APPOINTMENTS AND VACANCIES

All appointments during the war are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Gaultois .. .. Mr. Fred W. Day, to be Postmaster and Operator, as from the 10th December, 1942.

Corner Brook.... .... Mrs. D. Sansome, to be Assistant as from the 1st December, 1942.

Corner Brook ... . Miss Marian Pennell, to be Assistant as from the 1st December, 1942.

Corner Brook ... . Miss Nena Sexton, to be Assistant as from the 1st December, 1942.

Burin.... ....Miss Greta Mayo, to be Messenger-Assistant as from the 26th November, 1942.

Southern Arm ... .Mr. Willis Saunders, to be Telephone-Attendant as from the 7th December, 1942.

TRANSFERS

Gander.... .... Mr. D. P. Heath, Assistant Corner Brook, to be Assistant Gander, as from the 1st December, 1942.

English Harbour West ... . Mr. S. N. Spencer, Postmaster and Operator, Gaultois, to be Postmaster and Operator English Harbour West as from the 14th December, 1942.

NEW ISSUE 30c. POSTAGE STAMP

A new postage stamp (30c. denomination) has been issued and forwarded to the larger Post Offices for use on Parcels, Air Mail Letters, etc., instead of the small denominations.

These stamps will be placed on sale on January 1st, 1943, and must under no condition be sold or used in any way before that date.

GIFT SHIPMENT OF FOOD FOR THE UNITED KINGDOM

Special attention is directed to the fact that no parcels containing bona fide unsolicited gifts of any kind (foodstuffs, etc.) for delivery in the United Kingdom are to exceed the weight limit of five (5) pounds gross or contain more than two (2) pounds of any one foodstuff. While no permit or licence is required in such cases, all parcels must be clearly marked to show they contain unsolicited gifts.

Matches must not be enclosed in any parcels.

Full particulars of this regulation may be found on page 970 and page 1066 of the Post Office Circular.

MAIL LOST BY ENEMY ACTION

Information has been received that mail posted in the United Kingdom between the 10th and 13th October has been lost by enemy action.

SHORTAGE OF REGISTERED ENVELOPES

Until such time as stock is received Postmasters are asked not to requisition for:

A (1 cent), B (2 cent), C (3 cent) Registered Envelopes. When these are received Postmasters will be notified by the Post Office Circular.

Requisitions may be made for D (4 cent) envelopes only.

PARCELS CONTAINING COIN TO BE REGISTERED

It has come to notice that film has been mailed to firms in St. John's to be developed with money enclosed to cover the cost of development, although the parcel has not been registered. This is contrary to regulations. Money must NOT be sent through the mail unless it has been registered and Postmasters should ask persons mailing parcels of film if money is enclosed. If so, it must be registered, otherwise refused.

TELEGRAPHS

November Telegraph Traffic

Class	1941	1942	Increase	Decrease
Paid Telegrams (includes priority)	61,623	64,658	3,030	
Priority	7,400	8,935	1,535	
Phono-Telegrams	1,683	1,919	236	
Total paid traffic	63,311	66,577	3,266	
Deadhead and Service messages	8,665	7,512	.....	1,153
Telegram equivalent Public Despatch	4,660	3,230		1,430
Total traffic	76,636	79,238	2,602	

Fines were imposed upon 14 officials in connection with errors, failures and delays.

Change of Routing

Effective 4th November, 1942, GANDER commenced repeating for LEWISPORTE. On and from the 9th November ST. JOHN'S became the checking office for LEWISPORTE, instead of GRAND FALLS.

Office Hours During Christmas

Offices will re-open at 7 p.m. and remain open until released by Head Office from Monday, 21st December, 1942, and on each night thereafter unless traffic conditions permit otherwise, until Monday, 4th January, 1943, both dates inclusive. It may be found necessary to open the offices at night earlier than the date given above, in which case notification will be given in due time.

Offices will be open to the public on the holidays as follows:

Christmas Day ..... 9 a.m. to 10 a.m.
Boxing Day ..... 9 a.m. to 12 Noon
New Year's Day ..... 9 a.m. to 10 a.m.

Offices will be released as soon after the closing hours as traffic conditions permit.

Sunday hours as usual.

ACCOUNTING

Errors in Money Order Work

The following is a list of Post Offices where officials were responsible for four or more errors in Money Order Service during April 1942::

Office	No. of Errors	No. of Money Orders Issued and Paid During April, 1942
Bell Island Mines	10	773
Bonavista	5	432
Botwood	8	735
Branch	5	54
Buchans	7	933
Cartyville	5	117
Catalina	5	185
Channel	5	514
Ferryland	5	69
Fox Harbour	9	163
Gambo	9	307
Garnish	5	171
Grates Cove	7	69
La Scie	4	76
Lewisporte	11	426
Little Paradise	6	69
Lumsden	5	57
Marystown	5	326
New Perlican	5	50
Norris Arm	8	163
Placentia	5	424

Pools Cove	5	132	
St. Brendans	5	182	
St. John's East	9	1163	
St. Lawrence	4	245	
Stephenville	8	574	
Stephenville Crossing	7	347	
Twillingate	4	492	
Total No. of Orders Issued during April			27,546
Total No. of Orders Paid during April			13,434
			40,980
Total No. of Errors			409
Percentage of errors			.99
i.e. approximately 10 errors for each 1,000 Orders issued and paid.			
Total No. Figure Errors			320
Percentage of Figure Errors			.78
i.e. approximately 8 errors for each 1,000 Orders issued and paid.			

Date Stamping Cheques

The attention of all Postmasters is drawn to the fact that the Office Date Stamp must be shown on the back of the cheques which are remitted to the Bank of Montreal and Cashier Head Office; also when remitting cash to the Bank and Head Office the notes should be assorted in denominational order.

Stolen U. S. Postal Money Order Forms

The following United States Money Order Forms have been stolen:

Bay City (Station 9) Mich.	56423 to 56600
Bismarck, Ill.	60691 to 60800
Cleveland (Station 99) Ohio	97601 to 97800
Dana, Ill.	62951 to 63000
Moroni, Utah	122801 to 123400
Whiteland, Ind.	68617 to 68800

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REFERENCE

Author - Auteur

Pub. Secretary to the Department of Posts and Telegraph, St.John's, Nfld.

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